PROGRAM OF AFFIRMATIVE ACTION

CITY OF DALY CITY

JAN 0 1981
UNIVERSITY OF CALIFORNIA

Effective Period: July 1, 1976 - July 1, 1977

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DEFINITION OF TERMS

Affirmative Action Program

The results-oriented program which implements the City's policy of taking positive steps to employ and utilize ethnic minorities and females within the City's work force.

Agency

The City of Daly City. Used interchangeably with the "City", "Daly City".

Annual Goals

Annual targets, expressed in percentages, which are set in all areas where there is underutilization of ethnic minorities and/or females in the City's work force.

EEO Category

Job categories which are used by Equal Employment Opportunity Commission (EEOC):

- A. Officials and Administrators
- B. Professionals
- C. Technicians
- D. Protective Service Workers
- E. Paraprofessionals
- F. Office and Clerical
- G. Skilled Craftsworkers
- H. Service-Maintenance

Ethnic Minority

Includes the following designations: Black: Persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian; Spanish Surnamed: Persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent; American Indian: Persons who identify themselves or are known as such by virtue of tribal association; Asian American: Persons of Japanese, Chinese, or Korean descent; Filipino: Persons of Philippine descent; Other Non-White: Aleuts, Eskimos, Malayans, Thais and others not covered by the specific categories mentioned above.

Net Turnover

The mathematical difference between the sum of new hires and terminations in a given period of time (12 months in this document).

Numerical Goals

The number of employees necessary to employ in order to achieve an ultimate goal.

Office and Clerical (EEO Category)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, messengers, office machine operators,

Office and Clerical (cont'd)

clerk-typists, stemographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

Officials and Administrators (EEO Category)

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

Paraprofessionals (EEO Category)

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Professionals (EEO Category)

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitions, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Protective Service Workers (EEO Category)

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

Service-Maintenance (EEO Category)

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers refuse collectors, construction laborers.



Skilled Crafts Workers (EEO Category)

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

S.M.S.A. (Standard Metropolitan Statistical Area)

Geographic area from which the employer is reasonably expected to recruit. S.M.S.A. in this report includes the following five Bay Area Counties: Alameda, Contra Costa, Marin, San Francisco, and San Mateo.

Technicians (EEO Category)

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) assessors, inspectors, police and fire sergeants and kindred workers.

Ultimate Goals

Five year goals designed to bring the City's ethnic minority and female employment levels in parity with S.M.S.A. minority population and female labor force.

Underutilization

Levels of minority and female employment in Daly City's internal work force which are lower than ethnic minority population and female labor force levels in S.M.S.A.



ESTABLISHMENT OF GOALS AND TIMETABLES

Section 60-2:12 Executive Order 12246

The City of Daly City is located in San Mateo County. Daly City City Hall is located at 90th Street and Sullivan Avenue, Daly City, California 94015.

Table I reflects the City's work force composition and ethnic minority/ female utilization levels by EEO job category in each of the following programs directed by the City:

1. Full time, Permanent Employees

Encompasses all Civil Service employees, and full time, permanent employees who are exempt from Civil Service status, such as Department Heads and Administrators.

2. Part Time, Permanent Employees

Employees who are working 20 hours or less and are paid on an hourly basis.

3. Temporary and Recurrent Employees

Employees whose duties are not permanent in nature, or whose employment with the City is not continuous.

4. Affirmative Action Employees

Limited tenure positions which fall within the confines of the City's Affirmative Action Trainee Program, designed to hire ethnic minorities and females, and prepare them for the Civil Service System.

5. CETA Employees

Limited tenure positions which are funded primarily by the Federal Government.

6. Summer Youth Program

Summer employment program, funded by the Federal Government and designed to employ young disadvantaged persons, ethnic minorities and females.



TABLE I CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Full Time Permanent Employees

EEO JOB CATEGORY	Percent Employment Composition	Percent Ethnic Minority Utilization	Percent Female Utilization
Officials and Administrators	7.1%	3.8%	11.5%
Professional	12.0%	13.6%	15.9%
Technicians	7.4%	18.5%	. 69
Skilled Crafts Workers	4.9%	16.7%	5.5%
Protective Service Workers	31.6%	6.9%	e
Paraprofessionals	1.3%	20.0%	20.0%
Office & Clerical	18.1%	16.7%	83.3%
Service-Maintenance	17.3%	31.7%	



TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Part Time, Permanent Employees

1	EEO JOB CATEGORY	Total Part Time Permanent Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
	Office & Clerical	25	16%	76%

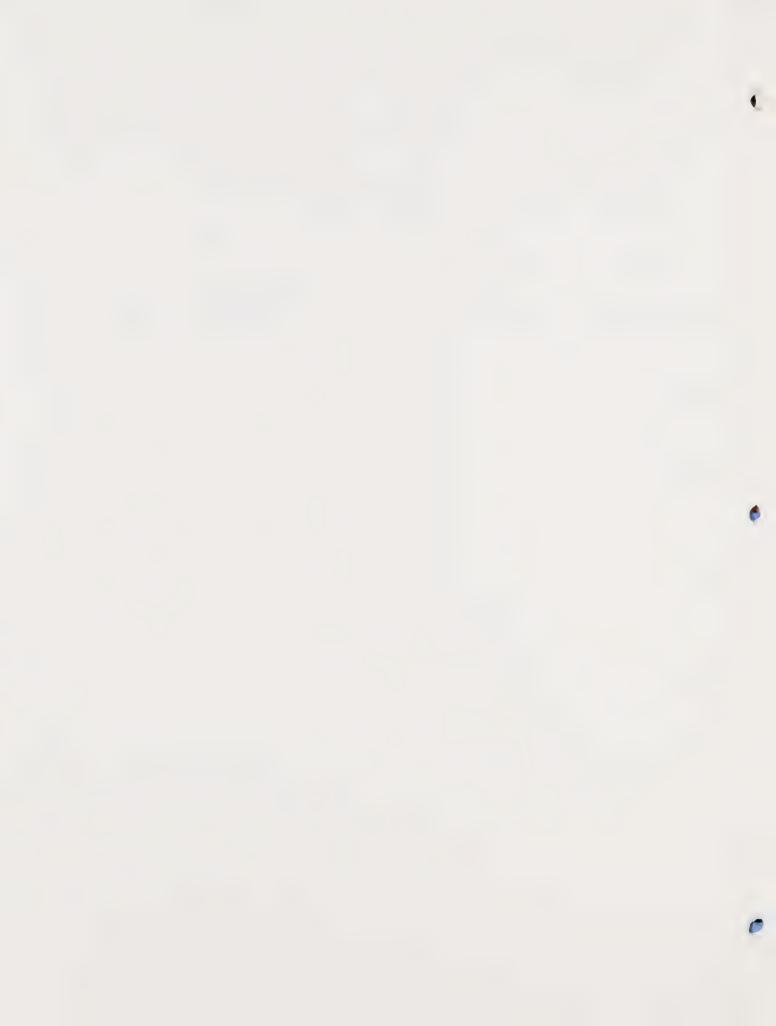


TABLE I
CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Temporary and Recurrent Employees

EEO JOB CATEGORY	Total Temporary & Recurrent Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
Technicians	1	-	•
Protective Service Workers	44	27%	16%
Paraprofessional	149	18%	30 %
Office & Clerical	10	30%	80%
Skilled Crafts Worker	1		
Service-Maintenance	5	40%	-



TABLE I CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Affirmative Action Trainees

	Percent			
EEO JOB CATEGORY	Total Affirmative Action Trainees	Ethnic Minority Utilization	Percent Female Utilization	
Paraprofessional	1	100%	100%	
Office & Clerical	1	100%	100%	
Service & Maintenance	1	100%	-	



TABLE I

CITY OF DALY CITY

CETA EMPLOYEES

ETHNIC MINORITY/FEMALE UTILIZATION

EEO JOB CATEGORY	Total CETA Employees	Percent Ethnic Minor Utilization		Percent Female Utilization
Professionals	. 2			50%
Technicians	1	100%		
Protective Service Workers	7	100%	*	14%
Paraprofessionals	16	50%	1	31%
Office & Clerical	22	54%		91%
Skilled Crafts Workers	4	75%		
Service & Maintenance	16	62%	:	6%



TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Summer Youth Program

EEO JOB CATEGORY	Summer Youth Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
Paraprofessionals	7	100%	71%
Office & Clerical	22	82%	91%
Service-Maintenance	26	96%	8%



OVERVIEW - CITY OF DALY CITY

A total of 364 persons are employed by the City of Daly City, on a full time, permanent basis. 15.1% are ethnic minorities and 18.7% are females. An analysis of the City's work force composition as compared to the Standard Metropolitan Statistical Area population level, reflects a 13.8% overall ethnic minority underutilization in the City's work force; as compared to female labor force, females are 19.3% underutilized.

Work force analyses indicate that the total employment level for full time, permanent employees remained relatively constant during the last 12 months, primarily because of a 6 month hiring freeze. 363 employees were employed in July 1975, and 364 employees were employed in July 1976. During the period of July, 1975 to July, 1976, 27 new employees were hired and 26 employees terminated. Despite the low level of recruiting, due to the hiring freeze, the City's utilization of both ethnic minorities and females increased; ethnic minority from 14.6% in July, 1975 to 15.1% in July, 1976; and female utilization increased from 18.5% in July, 1975 to 18.7% in July, 1976.

At the present time, recruitment for all permanent positions has been frozen, due to budgetary conditions. The hiring freeze became effective June 15, 1976 and is expected to last through December, 1976. In accordance with its posture of affirmative action, the City will continue to hire as many ethnic minorities and females as possible in other employment programs directed by the City. Recruitment for all positions, regardless of type of employment program, is conducted by the City of Daly City.

Projected goals are designed to correct all deficiencies as soon as possible. Federal Guidelines state that "Goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Affirmative Action Program work. Goals must be significant, measurable and attainable" (Title 41, Revised Order No. 4, Subpart B, Section 60-2.12 c and e , Office of Federal Contract Compliance). State guidelines indicate: "... goals are not quotas. Goals should be flexible and realistic. Goals and timetables, as well as the entire program should be reviewed annually and revised as deemed appropriate" (Affirmative Action Guidelines, p. 10, State of California, Fair Employment Practice Commission).

The City of Daly City has established five year goals and will make a good faith effort to attain parity with Standard Metropolitan Statistical Area ethnic minority population level and female labor force level. The five year goals which have been established are dependent upon possible employee turnover, and the possibility of expansion of the City's work force. The established five year goals are not reasonable and attainable unless significant employee turnover and expansion occurs.



The City of Daly City has selected a goal of 28.9% for ultimate minority utilization. This figure represents ethnic minority population, between the ages of 16 and 64, residing in the five Bay Area Counties of San Mateo, San Francisco, Marin, Alameda, and Contra Costa. Specific ethnic minority groups having at least 2% representation are: Black, 10.6%; Asian American 4.1%; Spanish American, 11.7%; and Other, 2.5%. The female labor force goal of 38% was selected, rather than female population level, because not all females between the ages of 16 and 64 are seeking employment.



OFFICIALS AND ADMINISTRATORS

The Officials and Administrators category comprises 7.1% of Daly City's work force, and reflects a 3.8% minority utilization and an 11.5% female utilization. A comparison of the City's work force composition with Standard Metropolitan Statistical Area population figures indicates that Daly City is underutilized in minorities by 25.1%, and females by 26.5% in the Officials and Administrators category. Turnover in this category is extremely low. Projections are based on possible expansion or contraction of the City's work force. Because the Officials and Administrators category is comprised of one-incumbent positions, possible retirement dates are also considered in the work force analysis. Average age in the Officials and Administrators category is 48, and average years of service with the City of Daly City is 12. The incumbents are all professionals and are highly specialized. As openings occur, good faith efforts will be made to correct existing deficiencies.

During the past 12 months, 1 Caucasian female was promoted and 1 Spanish female was given a salary adjustment. One Caucasian male was promoted. Two Caucasian males were hired in this category. There were no terminations.



PROFESSIONALS

The Professionals category comprises 12% of the City's full time, permanent work force. Minority utilization in this category is 13.6% and female utilization is 15.9%. A comparison of minority population and female labor force in the Standard Metropolitan Statistical Area, with the City's work force indicates that Daly City has a 15.3% minority underutilization, and a 22.1% female underutilization.

During the past 12 months, in this category, 1 Caucasian male terminated, 1 Asian American male was hired, 1 Caucasian male was hired, and 1 Caucasian female was hired. Net turnover is 2. Three Caucasian males were promoted.

In the next 12 months, the following activity is anticipated in the Professionals category: Three new classifications have been budgeted: Civil Engineer, Traffic Engineer, Fire Lieutenant (3). In addition, 1 Police Lieutenant and 3 Police Captains will be added to the Police force. Turnover is expected in two currently filled positions.



TECHNICIANS

The Technicians Category comprises 7.4% of the City's work force. Minority utilization in this category is 18.5%; females are not currently utilized. A comparison of Daly City's work force with minority population in the Standard Metropolitan Statistical Area indicates that minorities are underutilized by 10.4%. As turnover and expansion permit, good faith efforts will be made to recruit qualified females and minorities.

During the last 12 months, 1 Filipino male and 1 Caucasian male were hired. There were no promotions or terminations in the Technicians category.



PROTECTIVE SERVICE WORKERS

Protective Service Workers comprise 31.6% of the City's work force. Minority utilization in this category is 6.9%; there is currently no female utilization in this category. A comparison of Daly City's work force with the Standard Metropolitan Statistical Area minority population level, indicates that the City is underutilizing minorities by 22%. As openings occur, good faith efforts will be made to recruit qualified females and minorities.

During the past 12 months, in this category, 10 Caucasian males terminated, 3 Spanish males terminated, and 5 Caucasian males were hired. One Caucasian male was promoted, through Civil Service procedures. Net turnover in this category is 8.



PARAPROFESSIONALS

The Paraprofessionals category comprises 1.3% of the City's work force. Minority utilization is 20% and female utilization is 20%. A comparison of Daly City's work force with the Standard Metropolitan Statistical Area figures indicates that minorities in this category are underutilized by 8.9%, and females are underutilized by 18%.

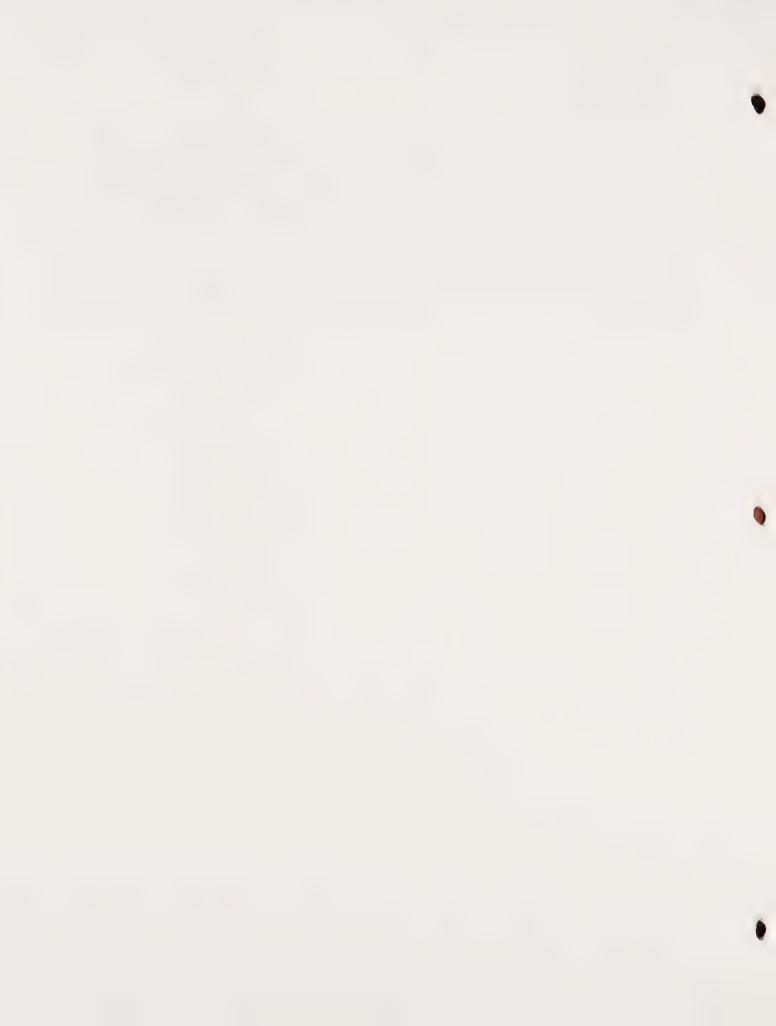
During the last 12 months, 1 Spanish female terminated, and 1 Spanish female was hired. One position was abolished and the Caucasian female incumbent was terminated. Net turnover is 1.



OFFICE & CLERICAL

The Office and Clerical category comprises 18.1% of the City's work force. Minority utilization in this category is 16.7% and female utilization is 83.3%. A comparison of Daly City's work force with Standard Metropolitan Statistical Area figures indicates that the City has reached full parity for females, and is 12.2% underutilized in minorities. Projected goals are designed to eliminate the minority underutilization as soon as possible.

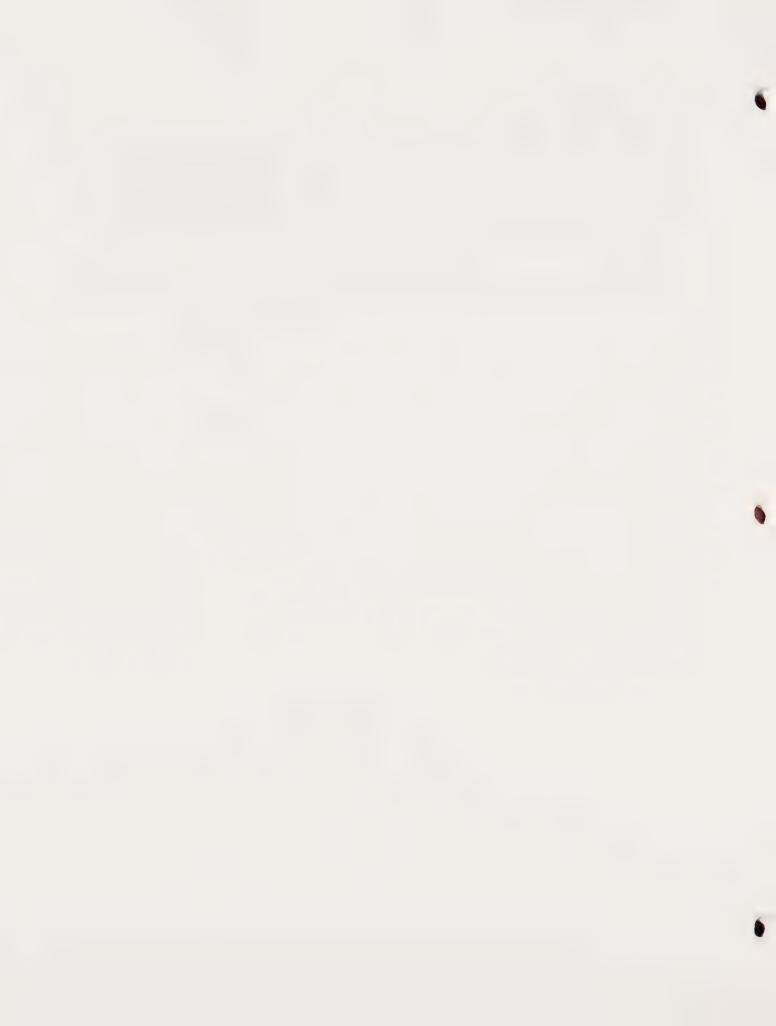
During the past 12 months, 4 Caucasian females terminated; 2 Caucasian females and 1 Filipino female were hired; 4 Caucasian females were promoted; and 1 Caucasian female was transferred. Two Caucasian females received supplemental assignments and supplemental salaries. Net turnover in this category is 1.



SKILLED CRAFTS WORKERS

The Skilled Crafts Workers category comprises 4.9% of Daly City's work force. Minority utilization in this category is 16.7% and female utilization is 5.5%. A comparison of the City's work force with Standard Metropolitan Statistical Area figures indicates that the City's work force has a 12.2% minority underutilization, and a 32.5% female underutilization. Every good faith effort will be put forth to recruit qualified minorities and females.

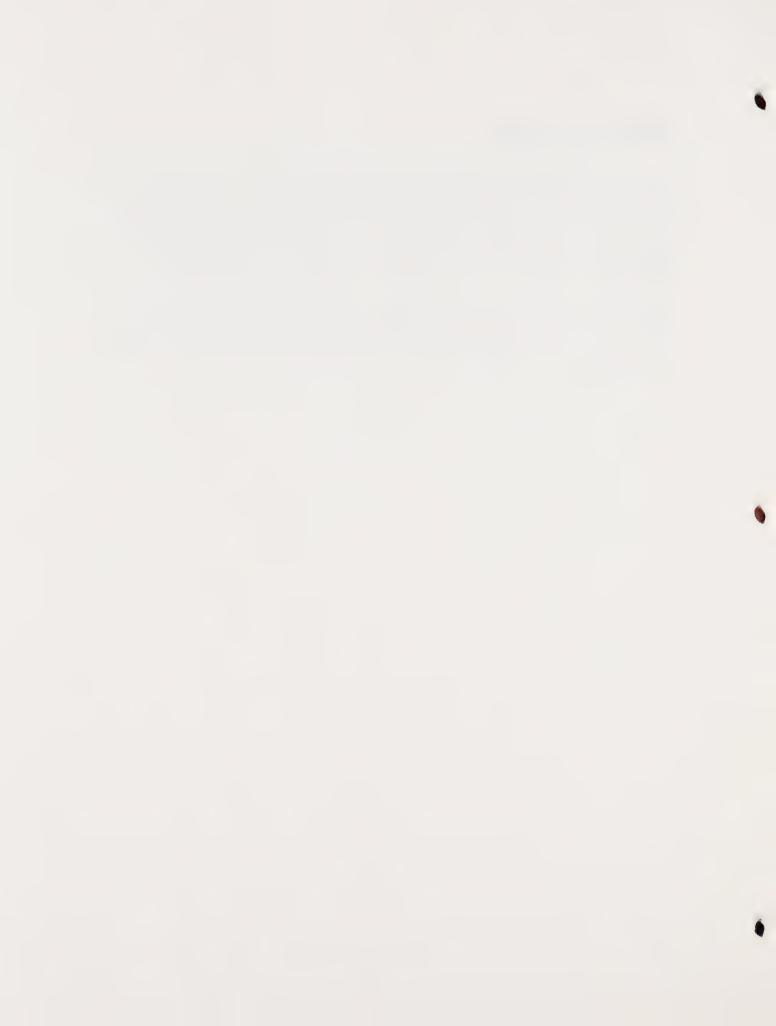
During the past 12 months, 1 male American Indian terminated in this category. There were no new hires, promotions or transfers.



SERVICE AND MAINTENANCE

The Service and Maintenance category comprises 17.3% of the City's work force. Minority utilization in this category is 31.7%. There is currently no female utilization in this category. A comparison of the City's work force with Standard Metropolitan Statistical Area figures indicates that Daly City has reached full parity in utilization of minorities in the Service and Maintenance category. Every good faith effort will be made to recruit qualified females in this category.

During the last 12 months, 5 Caucasian males, 2 Black males and 1 Spanish male were hired. There were 5 terminations; 4 Caucasian males and 1 Spanish male. Six Caucasian males were promoted, through Civil Service procedures, and 1 Caucasian male transferred to another division. Net turnover is 3.



WORK FORCE ANALYSIS

FULL TIME, PERMANENT EMPLOYEES

FULL TIME, PERMANENT EMPLOYEE	S		*.							,														
EEO: Job Category	Tota				ota 1 R	1 ace	S					ota							al I Rad		ale			Salary Range Per Month
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A. Officials & Administrators											1													
City Manager	1	1	1 7							1	1													3234
Assistant City Manager	1	- Constant	1							1		C. de C. Cale												2350
Asst. to the City Manager	1		1	1						1														1980
City Librarian	1		1							1	1													2350
City Engineer	1		1							1														2450
Dir. Rec.Parks & Maint.	1		1							1														2450
Director, Comm. Development	1		1						:	1														2200
Police Chief	1		1							1														2550/L59/E59
Assistant Police Chief	1		1							1														2304/L54/E54
Fire Chief	1		1							1														2530/L58
Assistant Fire Chief	1		1	1					1	1														2200/L51
Recreation Superintendent	1		1						1	1			1											1722-1984
City Planner	1		1						and the statement	1														1684-1936
Public Works Supervisor	1		1	The second						1														1564-1804
Director of Finance	1		1							1														2450
Asst. Director of Finance	1		1							1														1684-1936
Water Superintendent	1		1							1										-			.]	1605-1849
Assistant City Engineer	1		1				-			1														1849-2132
Administrative Secretary		1	1						i		77						1					1	!	1267-1460
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FULL TIME, PERMANENT EMPLOYEE	S																						
EEO Job Category	Total Employ				Tota 11 R	S			,		ota 11							tal F					Salary Range
A.Officials & Admin. (cont'd)	M	F	C				AI	0	C	В	AA	F	SS	AI	0	C	B	AA	F	TSS	STA	110	Per Month
Community Serv. Ctr.Supvr.		1				1				-										1			1297-1494
Assistant Personnel Officer		1	1													1							1297-1494
Chief Building Inspector	1		1	-					1		-												1564-1804
Chief Electrician	1		1						1														1605-1849
Maintenance Foreman	1		1	2					1														1361-1564
Park Foreman	1		1						1	-													1361-1564
Motor Vehicle Supervisor	1		; 1	}					1	1													1605-1849
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Total	23	3	25	}		1			23							2				1			
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FULL TIME, PERMANENT EMPLOYEE	ES																							
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	M	F	C			F		AI	0	C		AA	F	SS	AI	0	C	В		IF.	ISS	AI	0	
B. Professionals																								
Battalion Chief	4		4							4														1666-1920
Purchasing Agent	1) 		\$	1						-	1												1239-1426
Police Lieutenant	7		6	!			1			6				1										1561-1829
Fire Captain	15		13	5			1	1		13	}			1	1									1400-1612
Recreation Supervisor	2	1	3							2	1						1							1297-1494
Fire Marshal	1		1							1														1628-1876
Associate Planner	3		3	-						3	3													1329-1529
Assistant Planner		1	1	}													Comment Landers							1212-1395
Librarian III	1		1		,					1		100												1267-1460
Civil Engineer II	1		A. Vandel's		ı				1							1	The second second							1529-1766
Librarian II		3	3														3				-		1	1160-1329
Librarian I	1	2	2		1					1							1		1					1077-1239
Fire Training Officer	1		1	Adjourn a						1									-					1628-1876
																							-	·
Total	37	7	38	Parallina and American	2		2	7	1	32		1		2	1	1	6		1				-	
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FULL TIME, PERMANENT EMPLOYEE	S																								
EEC Job Category	Total Employ			A1	ota 1 R	Race					F	Tota All	Rac	es				A11	al I	ces					Salary Range Per Month
	М	F	C	В	AA	F	SS	AI	0	C	В	AA	F	ISS	AI	0	C	В	AA	F	155	SA	I	0	
C. Technicians			-																						
Police Sergeant	12		12							12															1381-1619
Water Operations Foreman	1		1							1															1267-1460
Engineering Technician	4 :		2		1	1		1		2		1	1												1239-1426
Fire Inspector	1		1							1															1288-1490
Electrician-Inspector	3		3	1						3															1361-1564
Building Inspector	3		2	,			1			2	-			1											1361-1564
Sr. Engineering Technician	1		1	}						1														- 3	1361-1564
Electronics Technician	1			1					5		1	-													1361-1564
Accounting Technician	1		1			1						-	1								1				1102-1268
Totals	27		22	1	1	2	1			22	1	1	2	1									;		
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WORK FORCE ANALYSIS

FULL TIME, PERMANENT EMPLOYEES	S																							
EEC Job Category	Total Employ	yees		A11	tal Race					A	ota 11 I	Race	es				A11	al R	ces					Salary Range Per Month
	М	F	C	BA	IA F	SS	AI	0	С	В	AA	F	SS	AI	0	C	В	AA	F	S	SP	11	0	
D. Protective Service Workers										-														
- Fire Fighter	31		30			1			30	-			_1_											1184-1365
Fire Engineer Operator	24	444	22			2			22				2											1409
Police Officer	55		51	1		2	η	1	52	And the second			2	1	1									1208-1433
Police Officer/Sr.Detectiv	e 1		, 1						1															1208-1433/75
Police Officer/Detective	3		2	3				1	2						1									1208-1433/50
Police Officer/Rangemaster	7		1						1															1208-1433/50
			i				*																	
Total	115		107			5	1	2	107				5	1	2									
												6										1		
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FULL TIME, PERMANENT EMPLOYEE	S																							
EEC Job Category	Tota Emplo				Tota 11 R		26			,		Tota		Male					tal		ale			Salary Range
tto oon category	W	F	C	B	AA	F	SS	AI	10	C	B	AA	F	SS	AI	10	C	B	I Ra	F	SS	TAT	0	Per Month
E. Paraprofessionals																								
		and the second																						
Community Ctr Coordinator	1	1	: 1							1	1													858-983
Community Serv.Ctr Repr.	1	1		1			1				1										1			843-963
Supervising Acct. Clerk	1		1	-						1														1056-1212
Library Assistant III		1	, 1							and the second	i i						1							919-1056
			;																					
Totals	3	2	3	1			1			2	1						1				1			
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FULL TIME, PERMANENT EMPLOYEES Total Total Male Total Female Salary Range Total EEC. Job Category **Employees** All Races All Races All Races Per Month BIAA FISSIAI O C BIAA FISSIAI O C B AA IF ISSIAIIO F. Office & Clerical 6 1 Typist Clerk I 729-843 6 2 11 801-922 Typist Clerk II 2 Typist Clerk III 858-983 8 963-1144 Police Dispatcher 963-1144/90 Pol. Disp./ Records Supvr. Personnel Secretary 919-1056 13 12 801-922 12 Library Asst. II Secretary II 843-963 Secretary III 964-1102 801-922 Account Clerk I 3 5 858-983 3 Account Clerk II 1006-1160 Legal Secretary 964-1102/195 Sec. III/Deputy City Clerk 18 858-983/50 Acct. Clerk/Dept.City Treas. 801-922/65 Typist Clerk II/Conf.Sec. 801-922 Staff Secretary 924-1082 3 3 Fire Dispatcher Acct. Clerk II/Adm. Asst. 924-1082/50 Finance 4417 3 1 1 2 3 1 55 Total 11 27



FULL TIME, PERMANENT EMPLOYEE	S																							
EEO Job Category	Total Employ				ota 1 R	l ace	S			,		ota		lale					al I		ale			Salary Range Per Month
	М	F	C					AI	0	C	В	AA	F	SS	AI	0	C	В	AA	F	SS	AI	0	rer month
G. Skilled Crafts Workers											,													
Engineering Aide II		1	1								1						1							1056-1212
Water Operator	4		4							4														1102-1268
Water Meter Repair Worker	J '						1							1										1056-1212
Jr. Engineering Technician	1		1			1							1											1160-1329
Water Maintenance Leader	1		1						1	1														1160-1329
Mechanic	4		4							4	1													1160-1329
Street Foreman	1		1				- 1			1														1297-1494
Central Service Supervisor	. 1		1							1														1212-1395
Central Service Technician	2		1		1					1		1												964-1102
Water Maintenance Foreman	1		1							1			Ì									ł		1267-1460
Sr. Bldg. Maint. Worker				1							i de la companya de l					400						2		1160-1329
Chief Mechanic	1	•	1	-			-		1	1						1								1267-1460
		•		1			-				i													
Total	17	1	15	-	1	1	1			14	- 1	1	1	1			1					1		
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FULL TIME, PERMANENT EMPLOYEE	S																								
FFO: Joh Cotomon	Tota				ta									1a l e							ema	le			Salary Range
EEO; Job Category	Emplo: M	F	C	A11				AI	0	C		TAA		SS	AI	10	TC			Rac	es F	TSS	TAI	10	Per Month
H. Service-Maintenance					1					-	1			+-				+				-	+	+	
		·									1			1:	-	+								†	
Groundskeeper-Gardener	7	}	4				2		1	4	1	6		2		1									982-1131
Utility Worker	19		11	3		2	2		1	11	3	Lo a dive	2	2		1									919-1056
Lead Groundskeeper Gardener	1.		1							1															1181-1361
Street Maintenance Worker	8	-	8							8															982-1131
Equipment Operator	3	À	3							3	1														1077-1239
Custodian	7		4	2	1					4	2	1													897-1029
Meter Reader	3		1				2			1				2											964-1102
Street Painter	1		1							1															1029-1181
Water Maintenance Worker	8		5). 			2	1		5				2	1										1006-1160
Bldg. Maintenance Worker	3		2				1			2				1					-					1	982-1131
Street & Maint. Painter	1		1						1	1														1	1160-1329
Garage Technician	1		1	1					1	1									1					;	943-1077
Mechanic Helper	1		1							1															1006-1160 .
									į							, a.y.									
Total	63		43	5		2	9	1	2	43	5	1	2	9	1	2								1	
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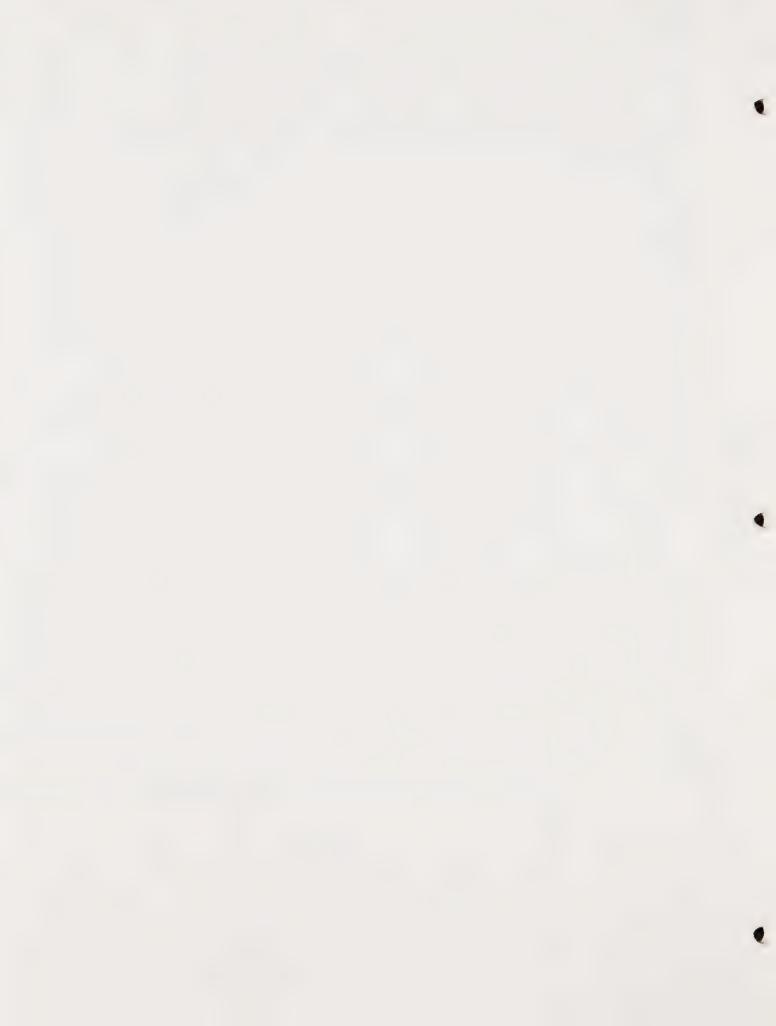
EEO Job Category	Tota Employ	l yees			otal I Rad						otal						Tota		ema	1e			Salary Per Ho	Rang
	M	F	C	В	AA F	SS	AI	0	C	В	AA	F :	SS A	I	0	C	В	AA	F	SS	AI	0		
F. Office & Clerical										1														
Library Aide	1	9	8		1				1	3						7		1		1			3.74 - 4	.34
Library Page	4	9	11		1]			4							7		1		1			2.37 - 2	.72
Library Monitor	1.	1	2						1							1							3.23 - 3	.74
			,											-										
TOTAL:	6	19	21		2	2	2		6							15		2		2				
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WORK FURCE ANALYSIS

TEMPORARY & RECURRENT EMPLOYEES

EEO Job Category	Tota Emplo	yees		A1	ota 1 R	ace:						ota								Fema	ale			Salary Range Per Month
C MEGINATOTANA	M	F	C	B	AA.	F	SS	AI	0	C	В	AA	F	SS	AI	0	C	B		TF	TSS	AI	0	Ter month
C. TECHNICIANS			_								1													
Electrician-Inspector	1	-	1							1														1361-1564
D. PROTECTIVE SERVICE WKRS.			1																-					
Crossing Guard	37	7	32	2	2		7		1	27	1	2		6		1	5	1			1			3.17
E PARAPROFESSIONALS																								
Police Cadet	5		5							5														3.44
Planning Intern	1		1				!			1														843-963
Recreation Leader	80	32	90	9	6		7			_63	7	3		7			27	2	3					3.53-4.12
Locker Room Attendant	6	3	8				1			6			9				2				1			2.21-2.57
Senior Life Guard	3	1	4							3	1						1							4.41-5.10
Life Guard	6	5	11							6	-						5							3.03-3.51
Revenue Sharing Aide	3	1	1	3							3		1	-		i	1	-				;		2.21-2.57
Pool Cashier		3	2			-	1						-				2				1	1		2.48-2.87
TOTAL	104	45	122	12	6		9			84	10	3		7			38	2 3	3		2.	1	-	
											1				1							1	1	
F. OFFICE & CLERICAL			1	-		-		+							1							1	1	:
Delivery Clerk	1 .	1	2	-						1				-			1			1				2.82-3.27
				1		-				3	1	-	-	-			-	-					- 1	* (



WORK FORCE ANALYSIS

TEMPORARY & RECURRENT EMPLOYEES

EEO Job Category	Tota Emplo	yees		A1	otal 1 Ra	ces					A	otal	lace	S				Tot All	a1 Ra	Fema	ale			Salary Range Per Month
and the second of the second	M	F	C	В	AA.	F	SS	AI	0	C	В	AA	F	SS	AI	0	Ċ.			F	ISS	TAI	0	
C. OFFICE & CLERICAL (cont'd											1													
Typist Clerk		1	1														1							729-843
Clerical Aide		2		2							!							2						3.74-4.34
Typist Clerk II		1	1						1								1							801-922
Account Clerk II		1							1														1	858-983
Secretary II		1	1														1							843-963
Secretary III		1	. 1						į								1							964-1102
Police Dispatcher	1		1						:	1														963-1144
TOTAL:	2	8	7	2			- Ulasan		1	2							5	2					1	
				1			1				i													
. SKILLED CRAFTSWORKERS																						,		enthemplate (25 e) President alle alle de marie en mariem esquartine appropriée (° 1 < 44 ± 66 ° Passon
Jr. Engineering Aide	1		1	-						1								İ						714-822
				-					i													1	:	
. SERVICE & MAINTENANCE		•																						*
Utility Worker	5		3	1			1			3	1		1		-							-	:	919-1056
			72 (4)	-			1														THE OWNER OF THE OWNER OWNER OF THE OWNER OWN	6		
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Affirmative Action Emp	ploye	es																											
EEO Job Category	Tota			A1	ota 1 R	ace						A11	R	Ma ace	S				A1	tal 1 R	ace	S				S	Salary Per Moi	Range nth)
	М	F	C	В	AA	F	SS	AI	0	C	В	A	AI	F	SS	AI	0	C	В	A/		F	SS	AI	0		***		
											,																		
E. Paraprofessional		-									1																		
Administrative Train	ee	1	, , ,	1					_		-	1	-						1		-					78	3-823		
F. Office & Clerical		1		}							1	1															1.05		
Typist Clerk Trainee		1			1						-									1						47	3-497		
H. Service & Maintenanc	e										;	-																	
Utility Worker Train	ee l						1				1				1											59	4-624		
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TOTAL:	1	2		1	1		1								1]	1									
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CETA Employees	•																,							
EEO Job Category	Total Employ				ota 1 R	1 ace	S					ota 11							al l Rai		ale			Salary Range Per Month
the observery	M	F	C					AI	0	С		AA			AI	0	C	В	AA		ISS	AI	0	
B. Professionals																								
Accountant	1	,	1							1	;													1157
Librarian I		1	1														1							1077
	,		ĺ.	1																				
TOTAL:	1	1	2							1	1						1							
				,																				
C. Technicians			}																					
Bldg. Inspector	1			1							1													963
Trainee			3																					
TOTAL:	1			1							1	1											1	
																							Í	
D. Protective Service W	orkers		1	; ;								1												
Fire Fighting Aide	4			3			1				3			1					-				1	902
Detention Serv. Tech	2	i		1			2							2				1						902
Trainee				è																			-	
TOTAL:	6	1		4			3				3			3				1					:	
E. Paraprofessional									1			•												
Planning Intern	1		1				4)		1													843
Coord. of Volunteer	1			1			;					1											į	902
Services				i,														1				The second second	2	
							;				34									}				
	i i		1	5		1	,	1	1	1	1	-	3			1	1	i		1	1	1		1



CETA EMPLOYEES Total Male Total Total Total Female Salary Range EEO, Job Category Employees All Races All Races All Races Per Month BIAA F ISSIAI O C B AA F ISS AI O C B IAA F SSTATIO E. Paraprofessionals (cont.) 809 Adm. Asst. (Amer. Indian Co.) Adm. Asst. (Chamber 902 1 of Commerce) Adm. Asst. (SMC Hous 963 963 Adm. Asst. (RPM) 1 1 630 1 1 - Police Asst. Trainee 814 Mgr. (Turnabout Store) 1 1 729 Neighborhood Worker Specialist 963 Asst. Office Suprv. 1 959 Community Organizer 1 752 11 Librarian/Teacher Aile 462 Teacher Aide(part time) 1 902 Adm. Asst. Trainee 1 752 Food Handler 1 TOTAL: 11 F. Office & Clerical .731 Cafeteria Acct. Clerk 35



CETA Employees																											
EEO Job Category	Total Employ	vees		A1	Tota	Race	es					A1	11 1	Rac	ale es				A11	al Rac	ces					lary Ra	
	М	F	C	B	, AA	(F	SS	AI	10	C	3	В	AA	F	SS	AI	0	C	В	AA	F	TS:	STA	110			
F. Office & Clerical (c	nt)																									007	
Library Assistant II	1	5	-	1		-					1							1	1	1						801	
Typist Clerk I		9	14	4			1			1								4	4			1				729	
Account Clerk		3	1	11			1											1	1			1				801	
School Acct. Clerk		1		1			1															1				714	
Library Aide		2	1		1						4									1						677	
			i i																								
TOTAL:	2	20	10	6	2		3	1			1					1		9	6	2		3					
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CETA Employees (Con	t _.)																							
EEO. Job Category	Tota Employ			A1		ace					A	11	Rac					A11	al I	ces				Salary Range Per Month
	М	F	C	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	C	В	AA	F	SS	AI O		
G. Skilled Crafts Worke	rs					}					ı													
Engineering Aide I			1		2		1			1	1	2		1										902
TOTAL:	4		1		2		1			1		2		1										
H. Service & Maintenanc	e																							
Mechanic Helper Trainee	1						1			1				1										809
irainee				4							-												1	
Maintenance Trainee	2		1) 	1					1		1												846
Bldg. Maintenance	2		1	1						1	1													845
MOI.KEI.				1										1										
Street Laborer	2	1	1	1		1					1		1				1							688
Water Maintenance Laborer	3		1	2					2	1	2													704
rapol.el.				1					1						1				1					
Custodian Trainee	14		2	2						2	2													693
Utility Worker Trainee	1			1					!		1													693
Trainee				4											All Contract of the Contract o	And the same								
TOTAL:	15	1	6	7	1	1	1			5	7	1	1	1			1							
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				The second secon				1	;											1				



WORK FORCE ANALYSIS Neighborhood Youth Corps Summer Aide Program Total Total Total Male Total Female Salary Range All Races EEO Job Category Employees All Races All Races PerHour C B AA F ISS AI O C B MA F SS AT 10 CIBIAA F SS AI M F Paraprofessional 4 2.10 5 2 5 Recreation Helper Office & Clerical 2 8 Clerical Aide 20 4162 71 5 2.10 Service-Maintenance Н. 24 5 2.10 Maintenance Aides 1 18/1 1 16 1 1 4 11 5 29 3 2 1 18 1 1 7 15 TOTAL: 28

.38



July 1, 1976

CITY	MANAGER'S	-OFFICE
C/A E E	THE WALLES	

CITY MANAGER'S OFFICE																							Jui	Ly I,	1976		
EEO Job Category	Tota Emplo			A		lace					A	ota 11	Rac	es						Fem							:
Officials and Administrators	М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	C.	В	AA	F	· S:	SA	0				
City Manager	1		1							1																	••
Assistant City Manager	1		1							1	1														-		
Assistant to City Manager	1		1							1																	
Administrative Secretary	,	1	1														1										
City Librarian	1		1							1	1																
City Engineer	1		1							1																	
Dir. of Rec. Pks & Maint.	1		1	1						1																	
Dir of Community Devlpmt.	1.		1							1																	
Chief of Police	1		1						;	1																	Andrew Control of the
Fire Chief	1		1						:	1						}											
Director of Finance	1		1							1													i				
Community Serv. Cntr Supv.		1		}			1		1				1			{					1	1	:				
Assistant Personnel Officer		1	1				j		1				i				1	2									
														j									:				
Office & Clerical																											
																							}			Printer of Spinners and Printers and Printer	
Typist Clerk II		1	1	-			1					_	_				1					-		!			
							*											-									
TOTAL (14)	10	4	13				1			10			_				3				1				٠.	*,	
									1		1																
				- Carrie			;		i		3	9						1									



CITY MANAGER																							0 423	1, 1, 1, 10	
EEO Job Category	Total Employ	/ees		A1	otal 1 Ra	ces				,	A	ota 111	Rac	es				A11	al I	ces					
	М	F	C	В	AA ;	F !	SS	AI		-		AA	F	SS	AI	0	C	B	AA	F.	SS	AI	0		
TOTAL (14)	10	4	13				1			10	1						3				1				
	\ \underset																								
Percent Utilization	71%	29%	93%	ļ			7%			71%	1						21.	4%			7.4	Po			
Ultimate Goals - Female:		38%	1																						
Caucasian: 27.7%			i																						
Black: 4.0%			,						1.																
Spanish: 3.7%																									
Other: 2.6%																									
ULTIMATE GOALS - Minority:	28	.9%																							
Black: 10.6%			{																						
Asian: 4.1%																									
Spanish: 11.7%														}		2.5							1		
Other: 2.5%													1.0												
*12 month projections																						(·	
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PERSONNEL OFFICE

EEO: Job Category	Total				ota 1 R		s					ota 11		la le				Tot.									
	М	F	С	В	AA	F	SS	AI	0	C	В	IΛΛ	F	ISS	AI	0	C	B	TAA	TF	15:	TAT	0	1	 		
Officials & Administrators											(
Assistant Personnel Office		1	1														1										
											1																
Office & Clerical																											
Personnel Secretary		1	1														1										
			{								}																
Total (2)		2	2														2										
Percent Utilization		100%	100	%							-						100	%									
Ultimate Goals: Female		38%							1															4			
Caucasian: 27.7%																											
Black : 4.0%			;																				İ				
Spanish: 3.7%			į										1										-				
Other: 2.6%									į				1										:				
Ultimate Goals: Minority	28	.9%																					-				
Black: 10.6%							-		3																		
Asian: 4.1%							1		-														-				
Spanish: 11.7%																							!				
Other: 2.5%							!				1												:				
*12 month projections											-														i.	,	
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COMMUNITY SERVICE CENTER

COMMUNITY SERVICE CENTER	η.		1						,		***				-	-								
EEO Job Category	Total Employ				tal Rac	es					ota 11							al l Rad		le				
	M	F	C	B	AA F	SS	AI	0	C	B	AA	F	ISS	AI	10	C	B	TAA	F	SS	AI	0		
Officials & Admin.										į														
Comm.Sery.Ctr. Supervisor		1				1	-													_1				
Paraprofessionals																								
Comm.Serv.Ctr. Repr.	1	1		1		1				1										1				
Office & Clerical																						-		
Typist Clerk I		2		1		1											1			1				
Total (5)	1	4		2		3				1							1			3				
\$*************************************				1						{														
Percent Utilization	20%	80%		40%		609	*			20	%						20%			60%		i		
Ultimate Goals-Female		38%		-								1										ľ L		
Caucasian 27.7%			1	-				1				-										1		
Black: 4.0% Spanishl 3.7%		•	1					4 maa 1																
Other: 2.6%				İ								ĺ	j											
Ultimate Goals - Minority	28.	9%	2107	Ì																		i		
Black: 10.6% Asian: 4.1%			3																			:	!	
Spanish: 11.7% Other: 2.5%								:									1					i i		
*12 month projections			!																					
										42														
			a de mela para	1		,	-			:		T							}		i			



City Clerk's Office																						July	1, 19	76	
EEO Job Category	Total Employ	/ees		Tot All	Race					A.	otal 11 Ra	ces	S			All	al F Rac	ces							:
	М	F	C	BA	AF	SS	AI	0	С	В	AA F	S	S AI	0	C.	B	AA	F.	SS	AI	0				
Office & Clerical										1															
Secty III/Depty City Clerk		1	1												1										
Typist Clerk II		2	2												2										
*Typist Clerk I		2	2												2										
Total (5)		5	5												5										
					-					1		-													
Percent Utilization		100%	:100)%	-							-			10	0%							~ 		
Ultimate Goals-Female		38%																					White and the second second second second second second second second second second second second second second		
Caucasian: 27.7%																									
Spanish; 3.7% Other: 2.6%										1											1				
Ultimate Goals-Minority	28	.9%		1						1															
Black: 10.6% Asian: 4.1%								;												i					
Spanish: 11.7% Other: 2.5%				-						-										1					
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*12 month projections												1									·				
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DEPARTMENT OF COMMUNITY DEVELOPMENT

July 1, 1976

DEPARTMENT OF COMMUNITY DE	VELOPME	TV																					6	Jul	y 1, 19	176	
EEO' Job Category	Tota Employ	yees		A1	tal Ra	ces		,			F	Tota	Rac	es				A11	Ra	Fem ces							
	M	F	C	В	AA I	F	SS	AI	0	С	В	AA	F	SS	AI	0	C	В	AA	F	· S	SI	41 ()			
Officials & Administrators													_														
Director of Comm. Develop.	1	}	. 1							1																	
City Planner	1		1							1	-					-						+					
Professional																											
Associate Planner	3		13							3																	
Assistant Planner		1	1						1		1						1										
Office & Clerical							1																				
Typist Clerk III		1	1														1					1					
Typist Clerk I		1	1	1								į					1										
Staff Secretary		1	1				İ										1						ĺ				
Total (9)	5	4	9	-						5							4						!				
						-	!															1					
Percent Utilization	56	44	10)%						56%							44%						:				
Ultimate Goals-Female		38%					-						Ì										;				
Caucasian: 27.7% Black: 4.0%																					1		1	- 1			
Spanish: 3.7% Other: 2.6%							1																!				
Ultimate Goals-Minority	28	.9%										!															
Black: 10.6% Asian: 4.1%							i																1			*	
Spanish: 11.7% Other: 2.5%							-				44												:	1			
12 month projection				-			;		1		1												1 3 9	1			

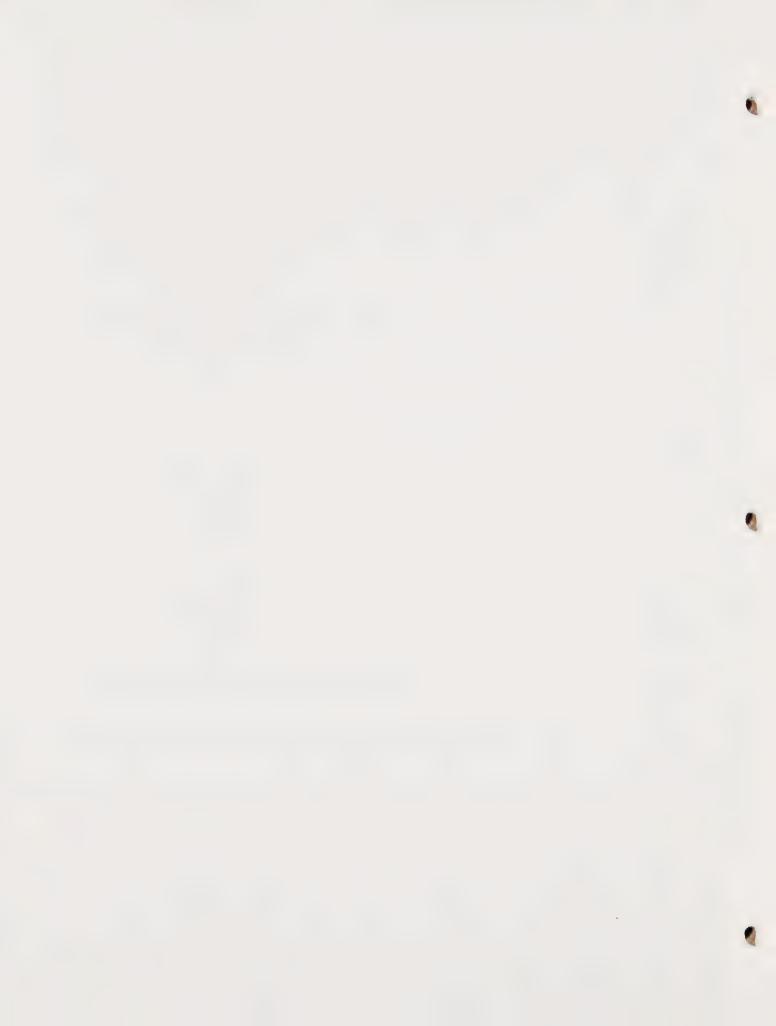


LIBRARY																						J	uly 1	, 197	6	
EEO Job Category	Tota Employ	yees		All	otal 1 Ra	ces	2.12			/	Tota All	Rac	es				All	Ra								
	М	F	C	В	AA , I	FS	SA) C	В	AA	F	SS	AI	0	C	B	AA	F	SS	AI	0				
Officials & Admin.										+																
City Librarian	1	}	1						1																	
Professionals		1							1 4	1																
Librarian III	1		1							1																
Librarian II	,	3	. 3													3										
Lihrarian I	1	2	12				1		1	1						1		1								
Paraprofessionals										-																
Library Asst. III		1	1													1										
Office & Clerical							-																	_		
Library Asst. II		13	12			1	-									12				1					****	
Total (22)	3	19	20	}		1	1		3							17		1		1						
																					İ					
Percent Utilization	14	86	91			4.	\$ 4	.5	14			1				77		4.5		4.5						
Ultimate Goals-Female		38%		1			!					Ì									:					
Caucasian - 27.7% - Black - 4.0%		·					and the same																			
Spanish - 3.7% - Other - 2.6%							1														:	······································				
Ultimate Goals-Minority	28	.9%		Ì			1												j		,	1				
Black - 10.6% Asian - 4.1%																İ					!					
Spanish - 11.7% Other - 2.5%							-								i		-				:					
*12 month projections			1				i														1			· · · · · · · · · · · · · · · · · · ·		
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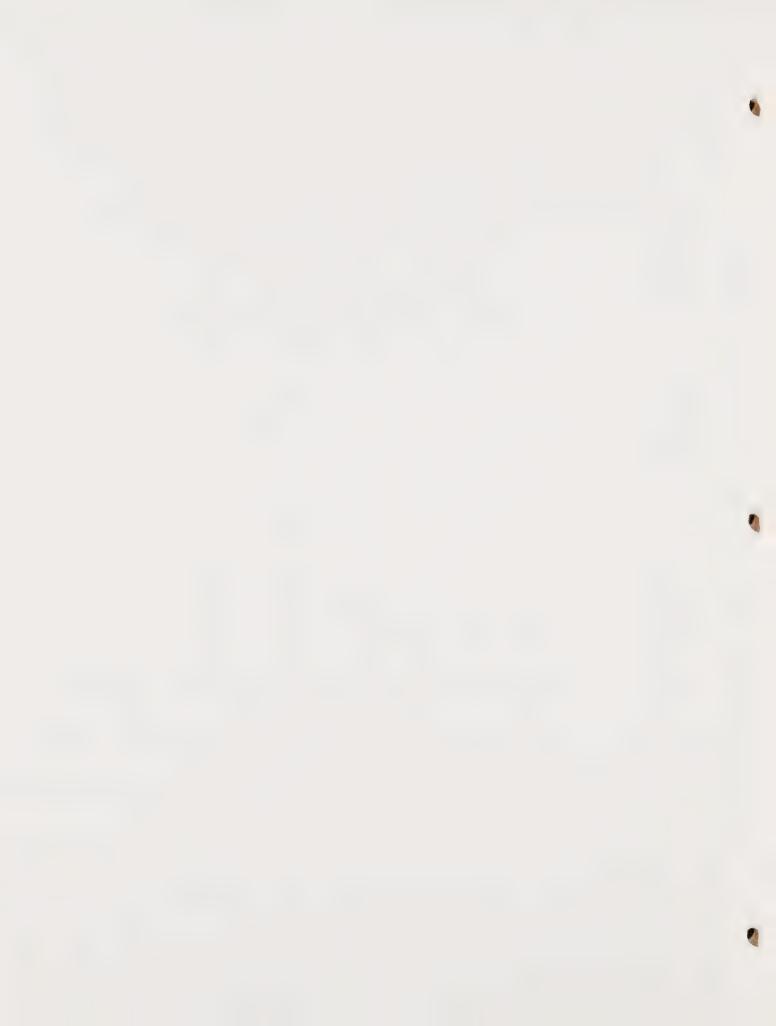


FINANCE DEPT. (Page 1 of 2 pages)

EEO Job Category	Tota Employ			Al	ota 1 R	ace					A	ota 11	Rac	es				A11	Ra							
	М	F	C	В	AA	F	SS	AI	0	C	В	AA	F	SS	AI	0	C	В	AA	F	SS	A	0			
Officials & Administrators											i															
Director of Finance	1		1							1																
Asst. Director of Finance	1	1	1							1	1															
Motor Vehicle Supervisor	1		1							1																
			,																							
Professionals			1																							
Purchasing Agent	1				1							1														
									:																	
Technicians •			1																							
Accounting Tech.	1					1					-		1											······································		
Paraprofessional				1					:										·							
Superv. Acct. Clerk	1		1							1													1 .			
Office & Clerical									4				1													
* Secretary III			į				1																! .			
* Account Clerk I		5	3			1			1								3			1			1		· .	
Account Clerk II		3	3				-		**								3									
Account Clerk II/Depty Cty	Tr.	1	1				1										1						1			
Account Clerk II/Adm.Asst.		1	1				1										1					-	!			
* Cashier							}															1				
Skilled Crafts Workers																							3	1.		,
Central Serv. Supvr.	1		1				-			1	3									ì			1	pangka ang mangkan pankan pinang		
				-			;		1			46		4 444		1		1		15.4			;			



FINANCE DEPT. (Page 2 of	2_pages))																			anta	7 1, 1	976		
EEO: Job Category	Tota	yees		A11	tal Rac						ATT	Rac	lale es				A11	Fem							
	M	F	C	B /	AF	SS	AI	0	C	В	AA	F	ISS	AI	0	C	B			IAI	10				
Skilled Crafts Workers		-								į															
Central Serv. Tech.	2	1	1		1				1]													de-constant-	
Chief Mechanic	1		1						1	1	1					-									
Mechanic	4		4						4																
Service & Maintenance			1																						
Mechanics Helper	1		1 1						1																
Garage Technician	1		: 1						1																
Meter Reader	3		1			2			1				2												
* Customer Serv. Rep.										1															
Total (29)	19	10	22	2	2	2		1	14		2	1	2			8		1			1				
				-	-										}										
Percent Utilization	66	34	76%	7	79.	7%		3%	48.	3%	7%		7%			27.	6	3-4			3.4				
Ultimate Goals - Female Caucasian: 27.7%		38%	2 2 2									%			-										
Black: 4.0%							1								1										
Spanish: 3.7% Other; 2.6%																									•
Ultimate Goals-Minority	28	3.9%	1															ì		1					
Black: 10.6% 																				1					
Spanish: 11.7%								i												:	1	,			
Other: 2.5%																1	1			1					
*12 month projections										47										<u> </u>	1				
				į		**				,								1	-	i					



EEO Job Category		tal	ees.			ota 1 R		C						lale	!				al.							
tto oob outegory	M	1 U y	F	C				SS	AI	0	C		Rac		AI	0	C	All B			T\$\$	TAI	0			
I. ADMINISTRATION																										
Officials & Admin.											3													*****		
Director - RPM	1			: 1							1															
Office & Clerical											1															
Secretary III			1	1 1	}												1									
Typist Clerk II			2	1 1		1											1		1							
II. RECREATION				1							1															
Officials & Admin.				1	-																				*	
Rec. Superintendent	1			1							1															
Professionals				1																						
Rec. Supervisors	2		1	3						:	2						1									
Paraprofessionals																						i				
* Comm.Center Coord.	1			1	-						1											1				
* Tennis/Rec. Specialist					-											1						1				
III. PARKS			•	Ĭ																						
Officials & Admin.								!																		
Pørk Foreman	1			1				1			1	www.								1		;				
Service & Maintenance				1				9														!				
Lead Grounskeeper-Gardene	r 1			1:	1			1			1	1						-				: ;	:			
Groundskeeper-Gardener	7			4				2		1	4			2		1						1			è	
Utility Worker	6			4	1		1	-			4	1	1								-	:			`	



RECREATION, PARKS & MAINTENANCE Page 2 of 2 pages

July 1, 1976

EEO Joh Cotogowy	Tota				ota		-							1a 1 e			3			Femi	ale			
EEO Job Category	Employ	yees F	C	AI	IAA	Race	SS	AI	0	C	B	IAA	Rac	iss	TAT	10	C	ATT IB	Ra	ces	155	TAT	70	
III. MAINTENANCE			-			1	-		-		-		-	-		-	-	-		+			-	
Officials & Admin.															-							1		
Maintenance Foreman	1		1							1												-	-	
Skilled Crafts Workers										1														
* Sr.Bldg.Maint. Worker				}																				
Service & Maintenance			1																					
Bldg. Maint. Worker	3		; 2				1			2				1										
Utility Worker	3		3						:	3	İ													
*Custodial Leader									i															
Custodian	7		4	2	1				1	4	2	1												
St. & Maint. Painter	1		1							1														
Total (39)	35	4	29	3	2	1	3		1	26	3	1	1	3		1	3		1					
Percent Utilization	90%	10%	74	8	5	2.5	8		2.5	66	8	2.3	2,5	8		2.5	8	***	2.5					
Ultimate Goals- Female		38%	1															1						
Caucasian - 27.7% Black - 4.0%																		1				11:		•
Spanish - 3.7% Other - 2.6%				1			1									i		-		1		;		
Ultimate Goals-Minority	28	3.9%	77.				1				3							T				!		
Black - 10.6% Asian: 4.1%											3											•		
Spanish 11.7% Other = 2.5%			-																			1		
*12 month projections			İ				-				49									1	1	;		



PUBLIC WORKS DEPARTMENT	(Page	of 3																		-, -,							
EEG Job Category	Tota Emplo				tal Rac	29.							Mal ces	е					1 F	ema	ile						
	M	F	C		AA F		SAI	0	C					AI	0	C	· B			F	SS	AI	10	-			
Officials & Administrators						_				,																	
City Engineer	1	}	1						1																		
Asst. City Engineer	1	}	1						1	1																	
Public Works Supvr.	1	C. C. C. C. C. C. C. C. C. C. C. C. C. C	1						1																		
Water Supt.	1.		1						1		T																
Chief Bldg. Insp.	1		1						1																		
Chief Electrician	1		1						1																		
Professionals																											
Civil Engineer II	1							1							1												
*Civil Engineer I			3																								
*Traffic Engineer			34						1		-												L L				
Technicians			;																				-				
Water Operations Foreman	1		1	11					1		-												:				
Engineering Tech.	4		2		1 1		,		2		1	1								ļ			;				
Bldg. Inspec.	3		2			1	***		2		•		1														
Electrician-Inspec.	3		3						3																		
Electronics Tech.	1			1			1			1																	
Sr. Engineering Tech.	1		1				1		1									Ì								-	
Office & Clerical							!				1							2				:					
Secretary III		1	1				:									1						!				*	No. of the latest of the lates
Typist Clerk III		1					!	1												-	-		1				
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PUBLIC WORKS DEPARTMENT (Page 2 of 3 pages)

July 1, 1976

EEO: Job Category	Total Employ	yees		A1	ota 1 R	ace	S				Α	11	Rac	ale es				A11	al I	ces				
	M	F	C	В	AA	F	SS	AI	0	C	В	ΑΛ	F	SS	AI	0	C.	B	ΛA	F	SS	AI	0	
Typist Clerk II		1				1					1									1				
Typist Clerk I		2	: 1					1									1					1		
Skilled Crafts Workers																								
Engineering Aide II		1	1														1							
*Water Operator	4 .		4							4														
Jr. Engineering Tech.	1		{			1							1											
Water Maint. Leader	1		1							1														
Water Maint. Foreman	1		1							1														
Street Foreman	1		1							1														
Water Meter Repr Worker	1		;				1							1										
Service & Maintenance				1																				
Equip. Operator	3		3						1	3														
Street Painter	1		1	1					1	1	-					-								
*Street Sweeper Op.							!		1				-											
St. Maint. Worker	8		8							8														
*Water Maint. Worker	8		5	-			2	1	-	5	1			2	1	and of the case								
*Utility Worker	10		4	2		1	2		1	4	2		1	2				de la constante					;	
Total (65)	59	6	46	3	1	4	6	2	4	43	3	1	3	6	1	2	3			1		1	1	
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PUBLIC WORKS DEPARTMENT (Page 3 of 3 pages)

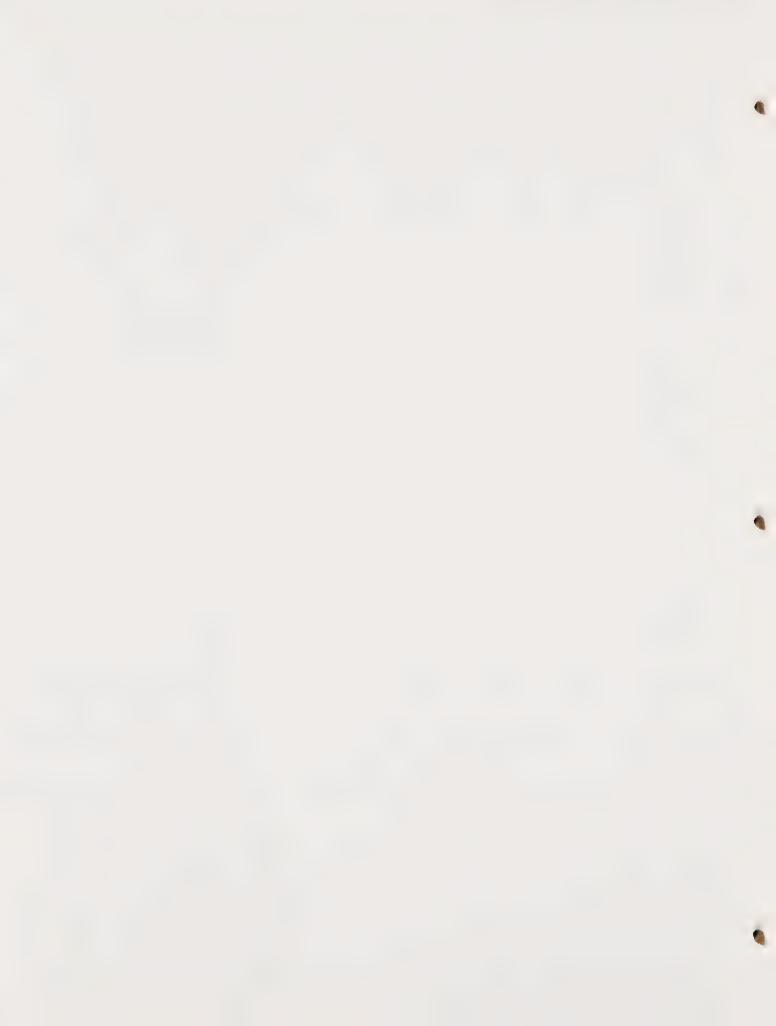
PUBLIC WORKS DEPARTMENT	(Page 3	3 of 3	pag	ges)																		o a.	±, ±, ±,,,
EEO@ Job Category	Tota Employ	yees		A1		Race		16.2			Α	11	Rac					A11	al Rad	ces				
	М	F	10	R	-	F		-		-	-	-			-	-	C	В	AA	F.	SS			
Percent Utilization	91	9	71	5	1	6	9	3	5	66	;5	1	5	9	1	3	5			1		1	1	
Ultimate Goals - Female Caucasian: 27.7% Black: 4.0% Spanish: 3.7% Other: 2.6%		38%																						
Ultimate Goals-Minority Black: 10.6% Asian: 4.1%	28	3.9%																						
Spanish: 11.7% Other: 2.5%																								
*12 month projections			,																					
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July 1, 1976

POLICE DEPARTMENT (page 1 of 2 pages)

POLICE DEPARTMENT (page	ge 1 of	2 pag	ges)																		Ð	ату	1, 1970	
EEOC Job Category	Tota Emplo	yees			Rac					A	ota 11	Rac	es				ATT	Ra	ces					
And the second s	М	F	C	BA	A; F	SS	AI	0	C	B	AA	F	SS	AI	0	C	B	AA	F	· S:	SAI	10		
Officials & Administrators		-								1 4														
Chief of Police	1	}	1						1															
Asst. Chief of Police	1	1	1						1															
Professionals																								
*Captain																								
*Lieutenant	7		16			1			6				1											
Technicians			i,																					
Sergeant	12		12						12															
Protective Service Workers																								
*Police Officer	55		51			2	1	1	51				2		1									
Police Off/Sr. Detect.	1		1	}					1															
Police Off/Det.	3		2					1 :	2						1									
Police Off/Rangemaster	1		1	-				,	1													1		
Office & Clerical																								
Police Dispatcher	7	1	8						7	1						1								
Police Disp./Records Disp	1		1					**	1															
Secretary III		1	1	}						1						1								
Typist Clerk I		2	2							3						2					!			
Typist Clerk II		5	3		1	1 })						3			1	1	:			
Typist Clerk II/Conf.Secy		1	1 !							-						1							N	
Total (99)	89	10	91		1	4	1	2	83	-			3	1	2	8			1	1		1		-
							The same of the same of			53			-			i a					1	,		



July 1, 1976

POLICE DEPARTMENT (page 2 of 2 pages)

Total Total Total Male Total Female EEO Job Category Employees All Races All Races All Races M F CIBAAF SSAIOC B AAF SSAIOC B AAF SSAIO Percent Utilization 90% 10% 92 4 1 2 83. 4 8 Ultimate Goal - Female 38% Caucasian - 27.7% Black: 4.0% Spanish: 3.7% Other: 2.6% Ultimate Goal - Minority 28.9% Black - 10.6% Asian: - 4.1% Spanish- 11.7% Other - 2.5% *12 month projections 54



FIRE DEPARTMENT (page 1 of 2 pages)

July 1, 1976

FIRE DEPARTMENT	(page 1	of 2	pages	3)																		Ju.	у	1, 1	976		
EEO Job Category	Total Employ			Tota All I		.s					otal II Ra	ces				1	111	Rac	Fema								
	М	F	C	BAA	\ F	SS	AÏ	0	C	В	AA F	S	SA)	C.	B	AA	F	SS	AI	0					
Officials & Administrators									1																		
Fire Chief	1		1						1																		
Asst. Fire Chief	1		1						1																		
Professionals																											
Battalion Chief	4.		4						4																		
*Fire Captain	15		13			1	1		13				1	1													
*Fire Lieutenant																											
Fire Training Officer	1		1						1																		
Fire Marshal	1		1						1																		
Technicians																											
Fire Inspector	1		1						1																		
Protective Service Workers			2 12					,														i					
*Fire Fighter	31		30	-		1			30	-		1										1					
Fire Engineer/Operator	24		22			2			22			2									1_	!					
Office & Clerical		•								-												:					
Fire Disp. Clerk	3		3	-				1	3	1																	
Secretary II		1	1													1						ì					
Total (83)	82	1.	78			4	1		77	1		4				1						!	1				
Percent Utilization	99%	1%	94			4	1	: 9	3	}		5	-			1	1				1	: !					
Ultimate Goal-Female		38%								2												1			ι,	*,	
Caucasian - 27.7% Black - 4.0%			i					i		1											<u> </u>	:	1				,
Spanish - 3.7% Other - 2.6%				- Samuel			and the same of			55			-			-	a decorate A	-) 3 1	- mar (4)				



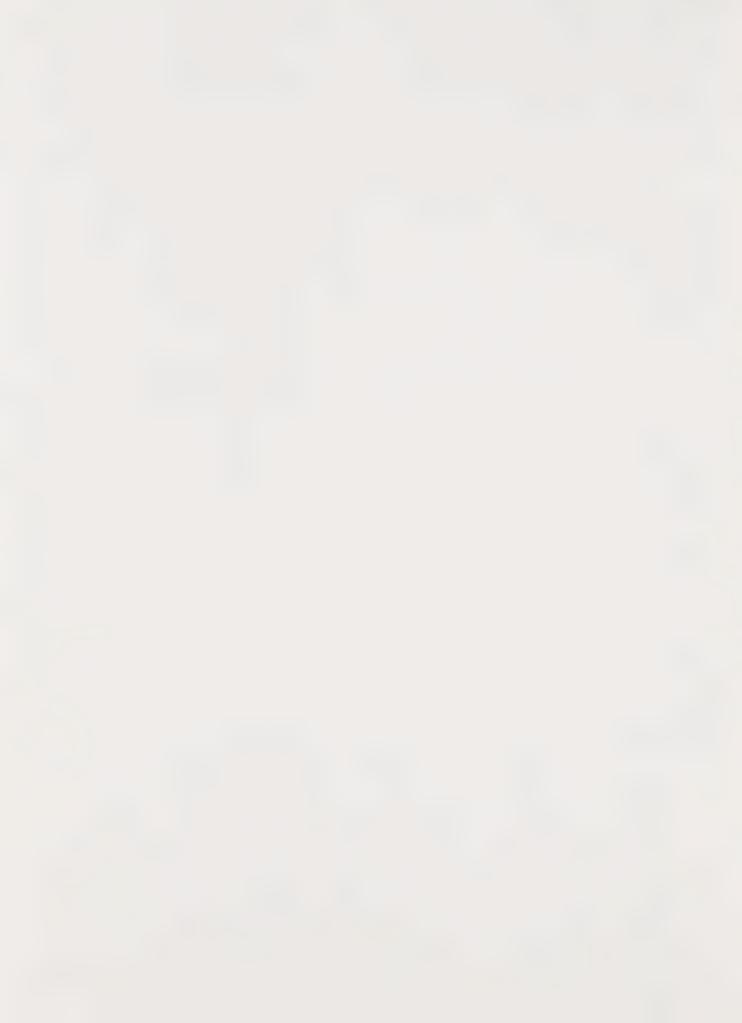
FIRE DEPARTMENT (Page 2 of 2 pages)

July 1, 1976

FIRE DEPARTMENT (Pag	-			II		T.	- 1					-			4' 5			-						- J (1	19 1, 1970
EEO Job Category		109	rees		A'	Tota	Race	S	.,			A	111	Rac	lale es				A17	al Ra	202				
	М		F	C	B	AA	IF	SS	AI	0	C	В	AA	F	SS	AI	0	C.	В	TAA	F	SS	AI	10	
Ultimate Goal - Minority		28	3.9%																						
Black - 10.6%												i													
Asian _ 4.1% Spanish- 11.7%				:										-					+		-		-	-	
Other - 2.5%																								-	
*12 month projections					-																				
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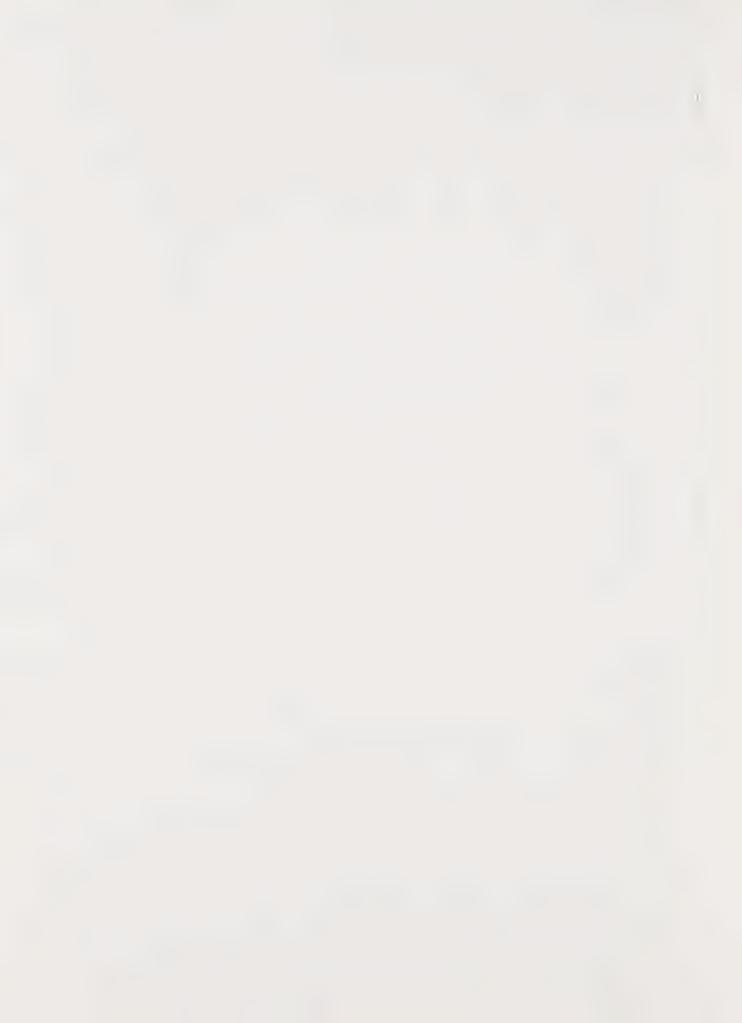


	TOTAL EMPL.	TOTA		Т	'OTAL	L EM	IPLO:	YEES			C		% UT NORI		OITA	N		% UN	DER-UT MINOR		ATION
EEO JOB CATEGORY		M	F	С	В	AA	F	SS	AI	0	С	В	AΛ	F	SS	AI	0	С	В	SS	OTHER
A. Officials & Administrators																					
City Manager	1	1		1							100							_	1.2	1.0	.7
Assistant City Manager	1	1		1							100							-	1.2	1.0	.7
Assistant to the City Manager	. 1	1		1							100							-	1.2	1.0	.7
City Librarian	1.	1.		1							100								1.2	1.0	.7
City Engineer	1	1		1							100							-	1.2	1.0	.7
Dir. Rec. Parks & Maint.	1.	1		1							100								1.2	1.0	.7
Director Community Develop.	1	1		1							100								1.2	1.0	.7
Police Chief	1	1		1							100							-	1.2	1.0	.7
Assistant Police Chief	1	1		1							100							_	1.2	1.0	.7
Fire Chief	1	1		1.							100							<u> </u>	1.2	1,.0	.7
Assistant Fire Chief	1	1		1							100							-	1.2	1.0	.7
Recreation Superintendent	1	1		1							100							-	1.2	1.0	.7
City Planner	1	1		1							100								1.2	1.0	.7
Public Works Supervisor	1	1		1							100							<u> </u>	1.2	1.0	.7
Director of Finance	1	1		1							100							-	1.2	1.0	.7
Asst. Director of Finance	1.	1		1							100							-	1.2	1.0	.7
Water Superintendent	1	1		1							100							-	1.2	1.0	.7
Asst. City Engineer	1	1		1							100							_	1.2	1.0	.7
. 1								57													



AVAILABILITY ANALYSIS - MINORITY

	TOTAL EMPL.	TOTA EMPI		TO	TAL	EMF	LOY	EES			CI		% UT		ATIO	N		% UND	ER-UT MINOF		ATION
EEO JOB CATEGORY		M	F	С	В	ΛA	F	SS	ΛI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
A. Officials & Admin. (cont'd)																					
Administrative Secretary	1		1	1							100									1.0	.7.
Comm. Service Ctr. Supvr.	1		1					1							100			11.9	1.2	-	.7
Assistant Personnel Officer	1		1	1							100							-	1.2	1.0	.7
Chief Building Inspector	1	1		1					100-120 100-00-0		100							-	1.2	1.0	.7
Chief Electrician	1	1		1							100							<u>-</u>	1.2	1.0	.7
Maintenance Foreman	1	1		1							100							-	1.2	1.0	.7
Park Foreman	1	1		1							100								1.2	1.0	.7_
Motor Vehicle Supervisor	1	1		1							100								1.2	1.0	.7
ACCUPATION OF THE PROPERTY OF																					
Total	26	23	3	25				1.													-
	·									·											
	•													·							
																				-	-
																			. ,		
. '								58													



AVAILABILITY ANALYSIS - MINORITY

	TOTAL EMPL.	TOT.		T	OTAL	EMI	PLOY	TES			C		% UT		CATIC	N			DER-U'		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHE
B. Professionals				•																	
Battalion Chief	4	4		4							100							-	1.2	1.0	.7
Purchasing Agent	1	1				1							100					11.9	1.2	1.0	-
Police Lieutenant	. 7	7		6				1			86				14			-	1.2	-	.7
Fire Captain	15	15		13				1_	_1		87				7	7			1.2	# 100 mm of 100 mm	-
Recreation Supervisor	3	2	1	3							100							_	1.2	1.0	.7
Fire Marshal	1	1		1							100								1.2	1.0	.7
Associate Planner	3	3		3							100							_	1.2	1.0	.7
Assistant Planner	1		1	1							100							-	1.2	1.0	.7
Librarian III	1	1		1							100							-	1.2	1.0	.7
Civil Engineer II	1	1								1							100	11.9	1.2	1,0	-
Librarian II	3		3	3							100							-	1.2	1.0	.7
Librarian I	3	1	2	2		1					67		33					_	1.2	1.0	-
Fire Training Officer	1	1		_1_							100							-	1.2	1.0	.7
Total	44	37	7	38		2		2	1	1											
TOTAL		,																			
1								59													



	TOTAL EMPL.	TOT.		T	TATC	EMI	PLOY	EES			Cl		% UT		OITA	N		% UND	ER-UT		ATION
EEO JOB CATEGORY		M	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
C. Technicians																					
Police Sergeant	12	12		12							100								1.2	1.0	.7
Water Operations Foreman	1	1		1							100							_	1.2	1.0	.7
Engineering Technician	4	4		2		1	1				50		25	25				_	1.2	1.0	-
Fire Inspector	1	1		1							100							-	1.2	1.0	.7
Electrician-Inspector	3	3		3							100							-	1.2	1.0	.7
Building Inspector	3	3		2				1			67				33			-	1.2		.7
Sr. Engineering Technician	1	1		1_1_							100								1.2	1.0	.7
Electronics Technician	1	1			1							100						11.9	-	1.0	.7
Accounting Technician	1	1					1							100				11.9	1.2	1.0	-
Total	27	27		22	1	1	2	1													***
10 441																					
	•																				
																-					
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AVAILABILITY ANALYSIS - MINORITY

	TOTAL EMPL.	TOT.		TO	TAL	EMF	PLOY	EES			C		% UT NORI		ATIO	N		% UN	DER-U'		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
D. Protective Service Workers																					
Fire Fighter	31	31		30				1			97				3			-	3.7	-	1.4
Fire Engineer Operator	24	24		22				2			92				8			-	3.7	-	1.4
Police Officer	, 56	56		52				2	1	1	93				3	2	2	_	3.7	-	-
Police Officer/Sr. Detective	1	1		1							100								3.7	2.0	1.4
Police Officer/Detective	2	2		1						1	50					<u>-</u>	50	-	3.7	2.0	-
Police Officer/Rangemaster	11_	1		1							100								3.7	2.0	1.4
Total	115	115		107				5	1	2									-		
																				·	
									-							-					
. (and the same of		61													



	TOTAL EMPL.	TOTA EMPI		T	LATC	EMI	PLOY	EES			C		% UT NORI		ATIO	N		% UNI	DER-UT		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0_	С	В	SS	OTHER
E. Paraprofessionals																					
Community Center Coordinator	1	1		1							100							-	1.2	1.0	-
Community Service Ctr Repr.	2	1	1		1			1				50			50			11.9	-	-	.7
Supervising Account Clerk	1	1		1							100					·		_	1.2	1.0	.7
Library Assistant III	1		1	1							100							-	1.2	1.0	.7
Total	5	3	2	3	1			1													
	•																				
. 1								62													



	TOTAL EMPL.	TOT		T	IATC	. EMI	PLOY	TES			С		% UI		CATIC	N		% UN	DER-U MINO		ATION
EEO JOB CATEGORY		M	দু	С	В	ΛА	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
F. Office & Clerical																			-		
Typist Clerk I	9.		9	6	1	-		1	1		67	11			11	11			-	-	-
Typist Clerk II	11		11	7		1	2	1			64		9	18	9			-	3.3	-	_
Typist Clerk III	2		2	1						1	50						50	-	3.3	2.0	-
Police Dispatcher	8	7	1	8							100								3.3	2.0	1.0
Police Dispatcher/Records Supv	1	1		1							100							_	3.3	2.0	1.0
Personnel Secretary	1		1			make Sapellan r Sn.	of the contraction												3.3	2.0	1.0
Library Assistant II	13		13	12				1			92				8				3.3		1.0
Secretary II	1		1	1							100							-	3.3	2.0	1.0
Secretary III	3		3	3							100							-	3.3	2.0	1.0
Account Clerk I	5		5	3			î			1	60			20			20	_	3.3	2.0	
Account Clerk II	3		3	3			h.,	,			100								3.3	2.0	1.0
Legal Secretary	1		. 1	1			6-) q				100								3.3	2.0	1.0
Secretary III/Dept.City Clerk	1		1	1	s priliprojilijakov nisjologia v r		******				100		-					-	3.3	2.0	1.0
Account Clerk II/Dep.City Trea	3. 1		1	1							100							-	3.3	2.0	1.0
Typist Clerk II/Conf. Sec.	1		1	1							100							_	3.3	2.0	1.0
Staff Secretary	1		1	1							100							-	3.3	2.0	1.0
Fire Dispatcher	3	3		3							100							-	3.3	2.0	1.0
Account Clerk II/Adm. Asst.Fin	. 1		1	1							100							_	3.3	2.0	1.0
Total	66	11	55	55	1	1	3	3 63	1	2											



	TOTAL EMPL.	TOTA		T	TAL	EMF	YOLY	EES			CI		% UT NORI	ILIZ TY	% UNDER-UTILIZATION MINORITY						
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
G. Skilled Crafts Workers																					
Engineering Aide II	1		1	1							100							-	2.2	2.2	.6
Water Operator	4	4		4							100							-	2.2	2.2	.6
Water Meter Repair Worker	1	1						1							100			11.8		-	.6
Jr. Engineering Technician	1	1					1							100				11.8		2.2	-
Water Maintenance Leader	1	1		1	,		-				100				-			-	2.2	2.2	.6
Mechanic	4	4		4							100								2.2	2.2	.6
Street Foreman	1	1		1							1.00					-			2.2	2.2	.6
Central Service Supervisor	1	1		1							100						-	-	2.2	2.2	.6
Central Service Technician	1	2		1		1					50		50					-	2.2	2.2	-
Water Maintenance Foreman	1	1		1							100							-	2.2	2.2	1.6
Sr. Bldg. Maintenance Worker															-						
Chief Mechanic	1	1		1							100								2.2	2.2	.6
															-		-				-
Total	17	17		15		1	1	1													
	,																				
. •								64													



	TOTAL EMPL.	TOT.		Т	OTAL	EMI	PLOY	TEES			C		% UI		ATIO	N		% UNI	DER-U'		ATION
EEO JOB CATEGORY		M	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
H. Service-Maintenance																					
Groundskeeper-Gardener	7	7		4				2		1	57				29		14		2.3	-	-
Utility Worker	19	19		11	3		2	2		1	58	16		10	10		5	_	-	-	-
Lead Groundskeeper-Gardener	. 1	1		1							100							-	2.3	1.5	.3
Street Maintenance Worker	8	8		8			No. of Assession				100	-							2.3	1.5	.3
Equipment Operator	3	3		3							100							_	2.3	1.5	.3
Custodian	7	7		4	2	1					57	28	1.4					-		1.5	-
Meter Reader	3	3		1				2			33				67				2.3	_	.3
Street Painter	1	1		1							100							-	2.3	1.5	.3
Water Maintenance Worker	8	8		5				2	1		62				25	12			2.3	-	-
Bldg. Maintenance Worker	3	3		2				1			67				33			_	2.3	-	.3
Street & Maintenance Painter	. 1	1		1							100							-	2.3	1.5	.3 .~
Garage Technician	1	1		1							100							-	2.3	1.5	.3
Mechanic Helper	1	1		1							_100								2.3	1.5	1.3
Total	63	63		43	5	1	2	9	1	2											
																					-
•								65													



	TOTAL EMPL.	TOTA			OTAL BY R			S		C		% UT FEMAL		ZATIO	% UNDER-UTILIZATION FEMALE						
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
A. Officials & Administrators												-									
City Manager	1	1																	1.3		.6
Assistant City Manager	1	1																10.8	1.3	.9	.6
Assistant to the City Manager	. 1	1																10.8	1.3	.9	.6
City Librarian	1	1																10.8	1.3	.9	.6
City Engineer	1	1																	1.3	.9	.6
Dir., Rec.Parks & Maintenance	1	1																	1.3	.9	.6
Director Community Development	1	1																	1.3	.9	.6
Police Chief	1	1																	1.3	-	.6
Assistant Police Chief	1	1																10.8	3 1.3		.6
Fire Chief	1	1									1							10.8	3 1.3	.9	.6
Assistant Fire Chief	1	1																10.8	1.3	.9	.6
Recreation Superintendent	1	1																10.8	3 1.3		.6
City Planner	1	1																10.8	3 1.3	.9	.6
Public Works Supervisor	1	1																10.8	8 1.3	.9	.6
Director of Finance	1	1																10.8	8 1.3	.9	.6
Assistant Director of Finance	1	1																10.8	8 1.3	.9	.6
Water Superintendent	1	1																10.	8 1.3	.9	.6
		7																10.	8 1.3	.9	.6
Assistant City Engineer	1	1						66											-		



	1										—							July	1, 1	976			
	TOTAL EMPL.	TOT.	AL OYEES			TAL BY F			S		С		% UI FEMAI		ZATIC	N		% UNDER-UTILIZATION FEMALE					
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER		
A. Officials & Admin. (cont'd)																							
Administrative Secretary	1		1	1							100							-	1.3	.9	.6		
Comm. Service Ctr. Supvr.	1		1					1					•		100			10.8	1.3	_	.6		
Assistant Personnel Officer	1		1	1							100							400	1.3	.9	.6		
Chief Building Inspector	1	1																10.8	1.3	.9	6		
Chief Flectrician	1	1																10.8	1.3	.9	.6		
Maintenance Foreman	1	1																10.8	1.3	.9	.6		
Park Foreman	1	1																10.8	1.3	.9	.6		
Motor Vehicles Supervisor	1	1																10.8	1.3	.9	.6		
Total	26	23	3	2				1															
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,																July 1, 1970					
	TOTAL EMPL.	TOTA	AL OYEES	TOTAL FEMALES CITY % UTILIZATION BY RACE FEMALE													% UNDER-UTILIZATION FEMALE				
EEO JOB CATEGORY		M	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
B. Professionals																					
Battalion Chief	4	4																10.8	1.3	.9	.6
Purchasing Agent	1	1																10.8	1.3	.9	.6
Police Lieutenant	. 7	7																10.8	1.3	.9	.6
Fire Captain	15	15																10.8	1.3	.9	.6
Recreation Supervisor	3	2	1	1							33								1.3	.9	.6
Fire Marshal	1	1													-			10.8	1.3	.9	.6
Associate Planner	3	3																10.8	1.3	.9	.6
Assistant Planner	1		1								100							-	1.3	.9	.6
Librarian III	1	1																10.8	1.3	.9	.6
Civil Engineer II	1	1																10.8	1.3	.9	.6
Librarian II	3		3	3							100						-	-	1.3	.9	.6
Librarian I	3	1	2	1		1					33		33					-	1.3	.9	-
Fire Training Officer	1	1										-						10.8	1.3	.9	.6
Total	44	37	7	6		1															
								68													
. (00										- Company			



July 1, 1976

																		July	T 6 T	770	
	TOTAL EMPL.	TOTA	AL OYEES			TAL BY R			5		C.		% UT		ATIO	N		% UND	ER-UT		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
C. Technicians																					
Police Sergeant	12	12																10.8	1.3	.9	.6
Water Operations Foreman	1	1																10.8			.6
Engineering Technician	. 4	4																10.8	1.3	.9	.6
Fire Inspector	1	1																10.8	1.3	•9.	.6
Electrician-Inspector	3	3																10.8	1.3	.9	.6
Building Inspector	3	3															And I have spin and the second	10.8	1.3	.9	.6
Sr. Engineering Technician	1	1															20-per- 4 4 . ~	10.8	1.3	.9	.6
Electronics Technician	1	1																10.8	1.3	.9	.6
Accounting Technician	1	1															A dry group politic some a h france.	10.8	1.3	9.	.6
Total	27	27																			
									-	-											
. (69						·							



																		o ary	,		
	TOTAL EMPL.	TOT.	AL OYEES			OTAL BY I			S		С		% UI EMAI		ZATIC	N		% UNI	ER-U		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
D. Protective Service Workers																					
Fire Fighter	31	31																10.5	4.1	2.3	.9
Fire Engineer Operator	24	24																10.5	4.1	2.3	.9
Police Officer	56	56																10.5	4.1	2.3	.9
Police Officer/Sr. Detective	1	1																10.5	4.1	2.3	9
Police Officer/Detective	2	2																10.5	4.1	2.3	.9
Police Officer/Rangemaster	1	1																10.5	4.1	2.3	.9
Total	115	115															100 per sa				
								-	-									East of section with the section of		-	
. 1								70													



July 1, 1976

No. of the second second																		July	1, 1	976	
	TOTAL EMPL.	TOT.	AL OYEES			TAL BY I			S		C:		% UT		ZATIC	N		% UNI		TILIZ MALE	ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
E. Paraprofessional																					
Çommunity Center Coordinator	1	1																10.8	-	.9	.6
Community Serv. Ctr. Repr.	2	1	1					1					٠		50		-	10.8	1.3	-	.6
Supervising Account Clerk	. 1	1																10.8	1.3	.9	.6
· Library Assistant III	1		1	1					An A dingle Addition		100							-	1.3	.9	.6
Total	5	3	2	1				1						,							
																	-				
																				-	
	'							71													
. (71													



	L		to describe the second second																		
	TOTAL EMPL.	TOT EMPI	AL OYEES		T		FE RAC		S		C		% UI TEMAI		ZATIO	N		% UN		TILIZ MALE	ATION
EEO JOB CATEGORY		M	F	C	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
F. Office & Clerical																					
Typist Clerk I	9		9	6	1			1	1		67	11			11	11		-		_	-
Typist Clerk II	11		11	7		1	2	1			64		9.	18	9			_	5.8	_	_
Typist Clerk III	2		2	1						1	50						50		5.8	3.4	-
Police Dispatcher	8	7	1	1							12							15	5.8	3.4	1.5
Police Dispatcher/Records Supv	r 1	1																27	5.8	3.4	1.5
Personnel Secretary	1		1	1							100							-	5.8	3.4	1.5
Library Assistant II	13		13	12				1			92				8		Alemano 14 p	-	5.8	-	1.5
Secretary II	1		ŀ	1							100							-	5.8		1.5
Secretary III	3		3	3							100							-	5.8	3.4	1.5
Account Clerk I	5		5	3			1			1	60			20			20	_	5.8	3.4	1
Account Clerk II	3		3	3			N.				100						delegation as grown, or on an		5.8	3.4	1.5
Legal Secretary	1		1	1							100							_	5.8	3.4	1.5
Secretary III/Dept.City Clerk	1		1	1							100								5.8	3.4	1.5
Account Clerk II/Dep.City Tre	s. 1		1	1							100						var requirable is such a soften a -	_	5.8	3.4	1.5
Typist Clerk II/Conf. Sec.	1		1	1							100							-	5.8	3.4	1.5
Staff Secretary	1		1	1							100								5.8	3.4	1.5
Fire Dispatcher	3	3							٩							1		27	5.8	3.4	1.5
Account Clerk II/Adm.Asst.Fin	1		1	1							100							_	5.8	3.4	1.5
Total	66	11	55	44	1	1	3	3	1	2.	(72)										



· · · · · · · · · · · · · · · · · · ·																auth		710			
1	'TOTAL EMPL.	TOT.	AL OYEES			TAL BY F			S		С		% UI EMAI		CATIC	N		% UNI	DER-U		ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
G. Skilled Crafts Workers				•																	
Engineering Aide II	1		1	1							100							_	.2	.3	.2
Water Operator	4	4																1.3	.2	.3	.2
Water Meter Repair Worker	1	1																1.3	.2	.3	.2
Jr. Engineering Technician	1	1					-											1.3	.2	.3	.2
Water Maintenance Leader	1	1																1.3	.2	.3	.2
Mechanic	4	4																1.3	.2	.3	.2
Street Foreman	1	1																1.3	2	.3	.2
Central Service Supervisor	1	1																1.3	.2	.3	.2
Central Service Technician	2	2																1.3	.2	.3	.2
Water Maintenance Foreman	1	1																1.3	.2	.3	.2
Chief Mechanic	1	1																1.3	.2	.3	.2
Total	18	17	1	1																-	
. 4								73													



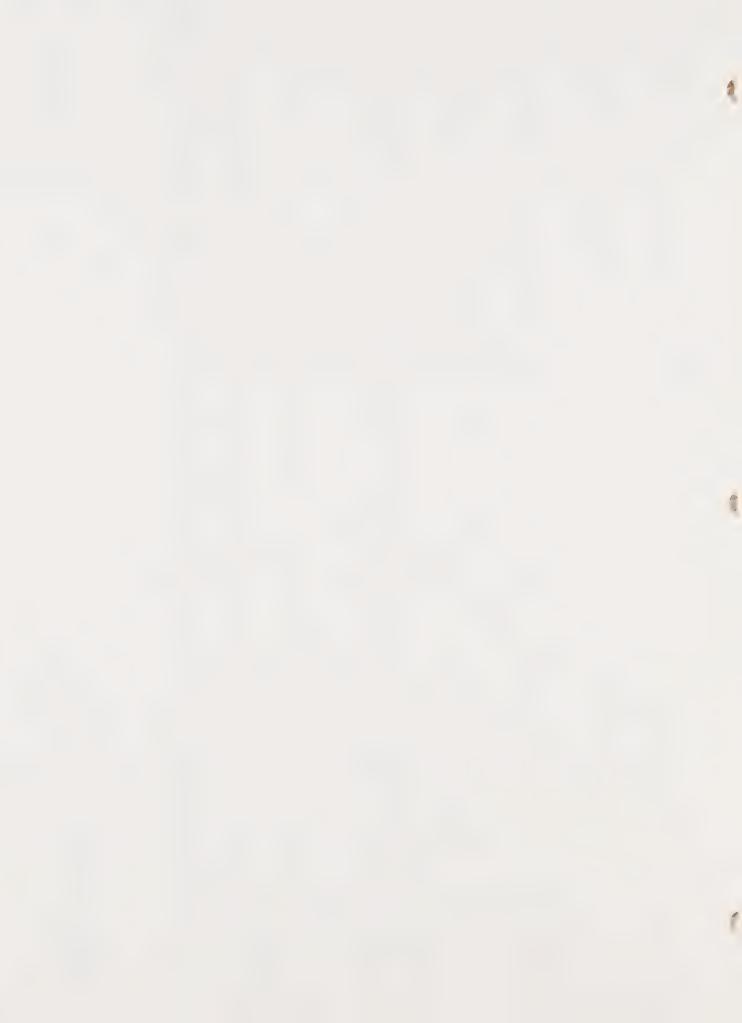
·	1		+								,							July	1, 1	976	
	TOTAL EMPL.	TOT.	AL OYEES			TAL BY		MALE E	S		С		% UI EMAI		ZATIC	N		% UN		TILIZ	ATION
EEO JOB CATEGORY		М	F	С	В	AA	F	SS	AI	0	С	В	AA	F	SS	AI	0	С	В	SS	OTHER
H. Service Maintenance								-													
Groundskeeper-Gardener	7	7																.7	.3	,2	.03
Utility Worker	19	19																.7	.3	.2	.03
Lead Groundskeeper-Gardener	. 1	1																.7	.3	.2	.03
Street Maintenance Worker	8	8																.7	.3	.2	.03
Equipment Operator	3	3																.7	.3	.2	.03
Custodian	7	7																.7	3	.2	.03
Meter Reader	3	3																.7	.3	.2	.03
Street Painter	1	1																.7	.3	.2	.03
Water Maintenance Worker	8	8																.7	.3	.2	.03
Bldg. Maintenance Worker	3	3															* 17 mm t 49 mm h	.7	.3	.2	.03
Street & Maintenance Painter	1	1																.7	.3	.2	.03
Garage Technician	1	1																.7	.3	.2	.03
Mechanic Helper	1	1																.7	.3	.2	.03
Total	63	63																		-	-
								7.0													
. (74													



TOTAL EMPLS	0,0	MINOR	RITY		NUI	IERICAL	GOAL	S	ANI	NUAL %	GOAL	S	UL	TIMATE	GOAL	S	
	В	SS	M	0	В	SS	ΑΛ	0	B	SS	AA	0	В	SS	AA	0	
																	-
26		3.8			3_	2		1	2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	-
																	-
44		4.5	4.5	4.5	5	3			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
					Y.												
27	3.7	3.7	3.7	7.4	2	2			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
					27												-
115		4.3		2.6	12	8	5		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
				-													-
5	20.01	20.0					1	1	2.1	2.3	.8	. 5	10.6	11./	4.1	2.5	-
66	1.5	4.5	1.5	9.1	6	5	2		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
18		5.5	5.5	5.5	2	1			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
							-						122.6	12.7	4.7	2.5	
63	7.9	14.3	1.6	7.9	2		2		2.1	2.3	.8	.5	10.6	11./	4.1	2.5	
				-			-					-					
364	2.2	6.3	1.6	4.7	31	20	7		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5	
																	-
											-		-		1	-	
	26 44 27 115 5 66 18 63	EMPLS % B 26 44 27 3.7 115 5 20.0 66 1.5 18 63 7.9	EMPLS % MINOR B	### B SS AA 26 3.8 44 4.5 4.5 27 3.7 3.7 115 4.3 5 20.0 20.0 66 1.5 4.5 18 5.5 5.5 63 7.9 14.3 1.6 1.6 1.6 1.7 1.6 1.8 1.6	EMPLS 8 MINORITY B SS AA O 26 3.8 44 4.5 4.5 4.5 27 3.7 3.7 3.7 7.4 115 4.3 2.6 5 20.0 20.0 66 1.5 4.5 1.5 9.1 18 5.5 5.5 5.5 63 7.9 14.3 1.6 7.9	EMPLS % MINORITY NUM B SS AA O B 26 3.8 3 44 4.5 4.5 4.5 5 27 3.7 3.7 7.4 2 115 4.3 2.6 12 5 20.0 20.0 6 18 5.5 5.5 5.5 2 63 7.9 14.3 1.6 7.9 2	EMPLS % MINORITY NUMERICAL B SS AA O B SS 26 3.8 3 2 44 4.5 4.5 4.5 5 3 27 3.7 3.7 3.7 7.4 2 2 115 4.3 2.6 12 8 5 20.0 20.0 3 3 3 3 66 1.5 4.5 1.5 9.1 6 5 18 5.5 5.5 5.5 2 1 63 7.9 14.3 1.6 7.9 2 63 7.9 14.3 1.6 7.9 2	EMPLS % MINORITY NUMERICAL GOALS B SS AA O B SS AA 26 3.8 3 2 1 44 4.5 4.5 4.5 5 3 27 3.7 3.7 7.4 2 2 115 4.3 2.6 12 8 5 5 20.0 20.0 1 1 66 1.5 4.5 1.5 9.1 6 5 2 18 5.5 5.5 5.5 2 1 2 63 7.9 14.3 1.6 7.9 2 2 2	EMPLS % MINORITY NUMERICAL GOALS B SS AA O B SS AA O 26 3.8 3 2 1 1 44 4.5 4.5 4.5 5 3 27 3.7 3.7 3.7 7.4 2 2 115 4.3 2.6 12 8 5 5 20.0 20.0 1 1 1 66 1.5 4.5 1.5 9.1 6 5 2 18 5.5 5.5 5.5 2 1 1 63 7.9 14.3 1.6 7.9 2 2 2	EMPLS % MINORITY NUMERICAL GOALS AND	S	EMPLS % MINORITY NUMERICAL GOALS ANNUAL % GOALS B SS AA O B SS AA O B SS AA 26 3.8 3 2 1 1 2.1 2.3 .8 44 4.5 4.5 4.5 5 3 2.1 2.3 .8 27 3.7 3.7 7.4 2 2 2.1 2.3 .8 115 4.3 2.6 12 8 5 2.1 2.3 .8 5 20.0 20.0 1 1 2.1 2.3 .8 18 5.5 5.5 5.5 2 1 2.1 2.3 .8 63 7.9 14.3 1.6 7.9 2 2 2.1 2.3 .8	EMPLS % MINORITY NUMERICAL GOALS ANNUAL % COALS B SS AA O R SS AA O R SS AA O 26 3.8 3 2 1 1 2.1 2.3 .8 .5 44 4.5 4.5 4.5 5 3 2.1 2.3 .8 .5 27 3.7 3.7 7.4 2 2 2.1 2.3 .8 .5 115 4.3 2.6 12 8 5 2.1 2.3 .8 .5 5 20.0 20.0 1 1 2.1 2.3 .8 .5 66 1.5 4.5 1.5 9.1 6 5 2 2.1 2.3 .8 .5 18 5.5 5.5 5.5 2 1 2.1 2.3 .8 .5 63 7.9 14.3 1.6 7.9 2 2 2.1 2.3 .8 .5	B SS AA O B SS A	EMPLS % MINORITY NUMERICAL GOALS ANNUAL % GOALS ULTIMATE B SS AA O AB AB AB AB AB AB AB AB <td>EMPLS % MINORITY NUMERICAL GOALS ANNUAL % GOALS ULTIMATE GOALS B SS AA O B SS AA AA O B SS AA O D D D D D D D</td> <td>EMPLS % MINORITY NUMERICAL GOALS ANNUAL % COALS ULITIMATE GOALS B SS AA O D<!--</td--></td>	EMPLS % MINORITY NUMERICAL GOALS ANNUAL % GOALS ULTIMATE GOALS B SS AA O B SS AA AA O B SS AA O D D D D D D D	EMPLS % MINORITY NUMERICAL GOALS ANNUAL % COALS ULITIMATE GOALS B SS AA O D </td



EEC JOB CATEGORY	TOT		% FI	EMAL,	ES BY	' RACE	NU	ERIC	∖L GO	ALS		ANNU	IAL %	GOAI	S	U	LTIM	IATE (TOALS
	М	F	С	В	SS	0	С	В	SS	0		С	В	SS	0	С	В	SS	0
OFFICIALS AND ADMINISTRATORS	23	3	7.7		3.8		5	1		1		5.5	.8	.7	.5	27.7	4.0	3.7	2.6
PROFESSIONALS	37	7	13.7			2.3	6	2	2			5.5	.8	.7	.5	27.7	4.0	3.7	2.6
TECHNICIANS	27						7	1	7	1		5.5	.8	.7	.5	27.7	4.0	3.7	2.6
PROTECTIVE SERVICE WORKERS	115						32	5	4	3		5.5	.8	.7	.5	27.7	4.0	3.7	2.6
PARA-PROFESSIONALS	3	2	20		20			1		1	`	5.5	.8	.7	.5	 27.7	4.0	3.7	2.6
OFFICE AND CLERICAL	11	55	66.2	1.5	4.5	10.6		2				5.5	.8	.7	.5	27.7	4.0	3.7	2.6
SKILLED CRAFTS WORKERS	17	ī	5.5				4	1	1	1		5.5	.8	.7	.5	27.7	4.0	3.7	2.6
SERVICE AND MAINT.	63						17	3	2	2		5.5	.8	.7	.5	27.7	4.0	3.7	2.6
PROJECTED WORKFORCE	296	68	14.8	.3	1.4	2,5	47	14	8	990		5, 5	. 8	7	5	27.7	4.0	3.7	2.6



TWELVE MONTH PROJECTIONS

Twelve month projections are based upon employee turnover which occurred in the last twelve months, estimated retirement dates, and newly budgeted positions. In accordance with the City of Daly City's affirmative action efforts, the following represent projected openings for the period of July, 1976 to July, 1977.

OFFICIALS AND ADMINISTRATORS CATEGORY

No projected openings.

PROFESSIONALS CATEGORY

10 projected openings:

- 3 Fire Lieutenants
- 1 Fire Captain
- 3 Police Captains
- 1 Police Lieutenant
- 1 Traffic Engineer
- 1 Civil Engineer II

TECHNICIANS CATEGORY

No projected openings.

PROTECTIVE SERVICE WORKERS CATEGORY

13 projected openings:

- 10 Police Officers
- 3 Firefighters

PARAPROFESSIONALS CATEGORY

- 2 projected openings:
 - 1 Community Center Coordinator
 - 1 Tennis/Recreation Specialist

OFFICE & CLERICAL CATEGORY

5 projected openings:

- 1 Secretary III
- 1 Cashier
- 1 Typist Clerk I
- 2 Account Clerk I



SKILLED CRAFTS WORKERS CATEGORY

1 Senior Building Maintenance Worker

SERVICE AND MAINTENANCE WORKERS CATEGORY

6	mmni	00+01	ananings
U	brol	ecteu	openings:

- 1 Utility Worker
- 1 Custodial Leader
- 1 Street Sweeper Operator
- 1 Customer Service Representative
- 1 Water Operator
- 1 Water Maintenance Worker

TOTAL PR	OJECTED	OPENIN	GS JUL	Υ,	1976	to	JULY,	1977:			37
PROJECTE	D RECRU	ITMENT	LEVEL	OF	FEMAL	ES,	38%:				14
DRO IFCTE	D RECRII	TMENT	LEVEL	OF	ETHNI	СМ	ITNORTT	TES	28	0%.	11



REQUIRED CONTENTS OF AFFIRMATIVE ACTION PROGRAM

Section 60-2.11 -- Executive Order 11246

ITEM 1

Identify ethnic minority population of labor area surrounding the Requirements:

facility.

Table II presents the total ethnic minority population of Bay Area Standard Metropolitan Statistical Area. Data:

TABLE II Ethnic Minority Population - Bay Area S.M.S.A.

Ethnic Minority Group	Population	Percent Total Population
Total	3,109,519	100%
Caucasian	2,210,909	71.1%
Black	330,107	10.6%
American Indian	12,011	.4%
Asian American	126,869	4.1%
Filipino	44,056	1.4%
Spanish American	363,893	11.7%
Other Races	21,674	.7%
Total Ethnic Minority Population:	898,610	28.9%

State of California Source:

Employment Development Department



Requirements: Identify size of the ethnic minority unemployment force

in the labor area surrounding the facility.

Data:

Table III presents census data reporting unemployed

ethnic minorities in the Bay Area S.M.S.A.

TABLE III

Ethnic Minority Group	Unemployed	Percent Ethnic Minority Labor Force
Black	11,167	3.0%
Spanish American	7,674	2.1%
Other Races	2,583	.7%

Total Minority Labor Force: 366,318

Source: State of California

Employment Development Department



Requirements: Identify percentage ethnic minority work force and compare

with total work force in the immediate area.

Data: Table IV presents census data for Bay Area S.M.S.A.

comparing ethnic minority labor force with total labor force.

TABLE IV

Comparison Ethnic Minority Labor Force/Total Labor Force

Ethnic Minority Group	Ethnic Minority Labor Force	Percent Total Labor Force
Black	130,128	9.4%
Spanish American	146,213	10.6%
Other Races	89,977	6.5%

Total Labor Force: 1,381,504

Source: State of California

Employment Development Department



Requirement: Identify the general availability of ethnic minorities having

requisite skills in the immediate labor area.

<u>Data</u>: Table V presents census data regarding availability of ethnic

minorities in the Bay Area S.M.S.A. labor force who are available

for work and have requisite skills, by EEO category.

TABLE V

Availability of Ethnic Minority Labor Force Possessing Requisite Skills, by EEO Category

Occupation	Caucasian	Black	Spanish American	Other
Professional, Managerial Technical	7,554 (11.9%)	745 (1.2%)	628 (1.0%)	429 (.7%)
Sales Workers	3,894 (6.1%)	429 (.7%)	422 (.7%)	185 (.3%)
Clerical Workers	9,910 (15.6%)	2,105 (3.3%)	1,246 (2.0%)	661 (1.0%)
Craft Workers	7,534 (11.8%)	1,383 (2.2%)	1,422 (2.2%)	354 (.6%)
Operatives	7,217 (11.3%)	2,588 (4.1%)	2,648 (4.2%)	790 (1.2%)
Laborers	3,092 (4.9%)	1,470 (2.3%)	957 (1.5%)	176 (0.3%)
Service Workers	5,833 (9.2%)	2,344 (3.7%)	1,273 (2.0%)	875 (1.4%)

Total Unemployed Labor Force

63,680

Source: State of California

Employment Development Department



Requirement: Identify the availability of ethnic minorities having requisite skills in an area in which the City can reasonably recruit.

The City of Daly City is located within San Mateo County. Recruiting is carried out in the Bay Area. Data:



Requirement: Identify availability of promotable and transferable ethnic

minorities within the City's organization.

Promotions:

Promotions in the Classified Service are based upon competitive examination and records of efficiency, character, conduct or any other generally accepted qualification deemed necessary or reliable in obtaining a passing grade. Any qualified employee in the City may apply for a promotional examination. Promotability of such person is based upon the aforementioned factors, and irrespective of race, religion, national origin, age, sex, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect job performance.

Transfers

An employee holding a Classified position may temporarily be assigned the duties of another position for a period not to exceed six months in any one fiscal year. No person shall be transferred to a position for which he or she does not possess the minimum qualifications.



ITEM 7 & 8

Requirement: Identify the existence of training institutions capable of

training persons in necessary requisite skills by job group,

and indicate the degree of training which the City is reasonably able to undertake as a means of making all job

groups available to ethnic minorities.

The next 43 pages contain information relative to (1) general training programs, (2) training institutions utilized by Data:

the City of Daly City, and (3) training summaries by department.



Training Programs

The following training programs are carried out in a number of functional areas, and typically involve employee participation from a number of departments.

CETA Program

The City of Daly City applied for and received Federal funds in October, 1974 to initiate a local employment program designed to employ unemployed or underemployed Daly City residents, under the Comprehensive Employment and Training Act. After employment of CETA employees by Daly City, in accordance with the program guidelines, the City attempts to train and ready CETA employees for full time employment. The City of Daly City currently employs 68 CETA employees. 33 CETA employees have been transitioned into permanent employment positions.

Affirmative Action Trainee Program

In accordance with its Equal Employment Policy, formally adopted by the City Council in 1973, the City of Daly City established a trainee program consisting of eight 18 month tenure positions:

Account Clerk Trainee
Administrative Trainee
Engineering Aide Trainee
Garage Technician Trainee
Library Assistant Trainee
Utility Worker Trainee
Custodian Trainee
Typist Clerk Trainee

The intent of this program is to hire and promote ethnic minorities, females and financially disadvantaged persons. The trainees are given on-the-job training and are given sample Civil Service examinations periodically, to ready them for entrance in the Civil Service System. A summary of movement in this group follows:

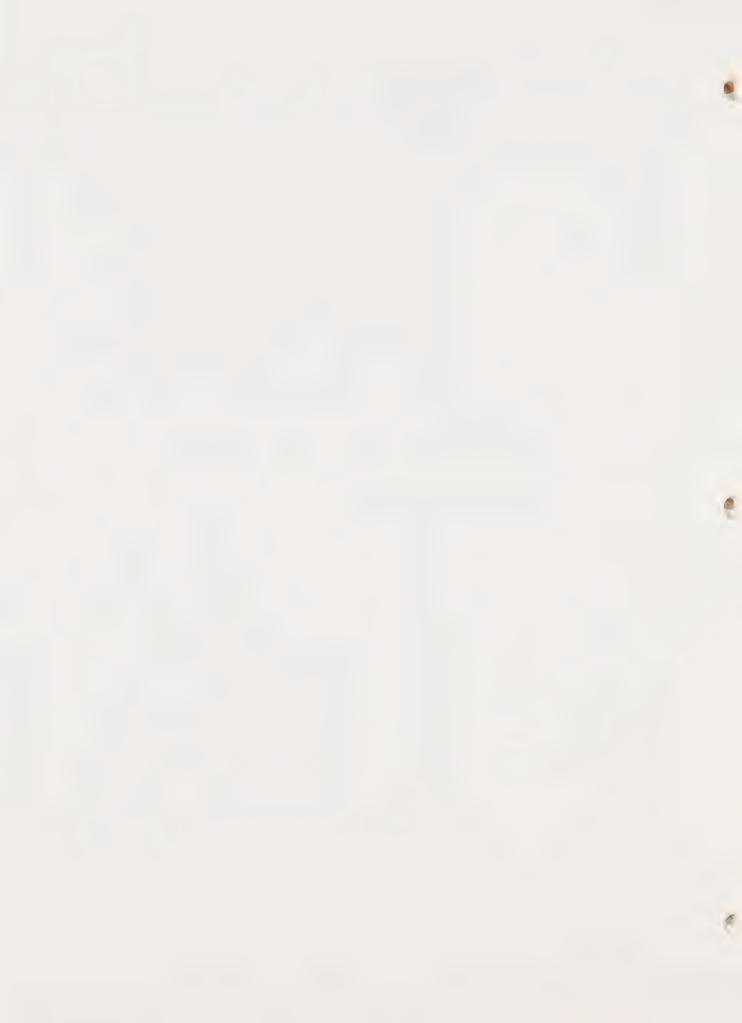


INITIAL 8 AFFIRMATIVE ACTION EMPLOYEES

Name	Initial Dat of Hire	e Position	Department	Salary
Yolande Keys*	8/13/73	Typist Clerk Trainee	Personnel	380/month
Mike Hara*	8/6/73	Utility Worker Traine	e Electrical Div.	478/month
Helen Flowerday*	9/4/73	Account Clerk Trainee	Finance	427/month
Jose Aguilar	9/11/73	Administrative Traine	e City Manager	630/month
Lolita Laxamana	8/13/73	Library Asst. Trainee	Library	380/month
Ricardo Quezada	8/16/73	Garage Technician Trai	nee Motor Vehicle	e 503/month
Michael Simmons*	7/19/73	Engineering Aid Traine	e Engineer Div.	490/month
Peter Marcos**	8/16/73	Custodian Trainee	Maintenance	478/month

^{*}Promoted with City Organization
** Resigned to accept higher paying job in private industry March 15, 1974.

Replacement Affirmative	Action Employe	es		
Mireya Ordenana	3/18/74	Typist Clerk Trainee	Personnel	380/month
Lori Benton	9/1/74	Typist Clerk Trainee	Personnel	409/month
Elaine Kimoto	1/19/76	Typist Clerk Trainee	Personne1	445/month
Paul LaMark	2/19/74	Utility Worker Trainee	Elec. Div.	478/month
Daniel Hernandez	12/16/75	Utility Worker Trainee	Elec. Div.	559/month
Kathy Murthi	10/1/74	Account Clerk Trainee	Finance	459/month
Miriam Randolph	1/12/76	Account Clerk Trainee	Finance	500/month
Miriam Gholikely *	1/27/75	Administrative Trainee	City Manager	677/month
Andre Keys	11/1/74	Custodian Trainee	Maintenance	514/month
Joe Gasmena	3/11/75	Garage Tech. Trainee	Motor Vehicle	541/month
David Milburn**	1/26/76	Garage Tech. Trainee	Motor Vehicle	589/month



AFFIRMATIVE ACTION EMPLOYEES (cont'd) PROMOTIONS/SEPARATIONS

- 1. Yolande Keys: Promoted to Typist Clerk I, on January 21, 1974, at \$586/month. Works at Community Service Center.
- Mike Hara: Promoted to Utility Worker, by examination and selection from Civil Service Employment List on December 16, 1973, at \$722/month. Works in Public Works Department, Water Division.
- 3. Peter Marcos: Resigned on March 15, 1974, to accept a higher paying job with a private employer.
- 4. Helen Flowerday: Promoted to Typist Clerk I, by examination and selection from Civil Service Employment List on July 1, 1974 at \$630/month. Works in Police Department.
- 5. Michael Simmons: Terminated on January 19, 1975. Is attending Hayward State University. Presently works part time as a Recreation Leader for the City of Daly City.
- 6. Paul LaMark: Terminated on August 18, 1975. He will be looking for permanent employment in the City and in private enterprise.
- 7. Ricardo Quezada: Terminated on February 16, 1975.
- 8. Jose Aguilar: Resigned before his 18 month period ended to attend USF Law School. Received excellent administrative experience in the City Manager's Office.
- 9. Lolita Laxamana: Terminated on February 13, 1975. Has since found employment in private enterprise.
- 10. Mireya Ordenana: Resigned May 17, 1974. Went back to school to study as a Medical Technician.
- 11. Lori Benton: Resigned 1/7/76 to accept employment with the Federal Government.
- 12. Paul LaMark: Terminated on 8/18/75.
- 13. Kathy Murthi: Resigned 12/19/75 to accept employment in private industry.
- 14. Miriam Gholikely: Promoted to Community Service Representative on July 12, 1976. Works at Community Service Center.
- 15. Andre Keys: Terminated on 4/30/76.
- 16. Joe Gasmena: Terminated on 7/15/75.
- 17. David Milburn: Resigned on 6/25/76 to accept employment in private industry.
- 18. Miriam Randolph*: Accepted temporary position as Cashier with City of Daly City. on 7/1/76.



Neighborhood Youth Corps

Each summer, the City of Daly City employs approximately 50 financially disadvantaged females and ethnic minorities between the ages of 16 and 21, for summer work with the City. NYC employees are put to work in various City Departments. It is the intent of the City of Daly City to give NYC employees exposure to City Government and practical on-the-iob work experience within City Departments.

Safety Committee

The City of Daly City has a formal Safety Committee, comprised of a representative from each Department. The prime objective of the Safety Committee is to insure that safe working conditions exist for all City employees. Regular inspections of all City facilities are carried out by the Safety Inspection Committee. Monthly meetings of the Safety Committee are held and new laws and safety practices are reviewed. It is the responsibility of the Safety Committee to assist Department Heads and Supervisors in the continuing safety education of all City employees.

Safety programs currently in the process of development are Defensive Driving and First Aid Training for City employees.

Educational Pay

As an educational incentive, the City of Daly City grants educational pay increases under the following conditions:

Police Department

First step educational pay (2.5% of base salary) for awarding of POST Intermediate Certificate.

Second educational pay (2.5% of base salary) for awarding of POST Advanced Certificate.

Fire Department

First step educational pay (2.5% of base salary) for three years of employment with the Fire Department and having been awarded a 15 unit Fire Science Certificate from an accredited institution.

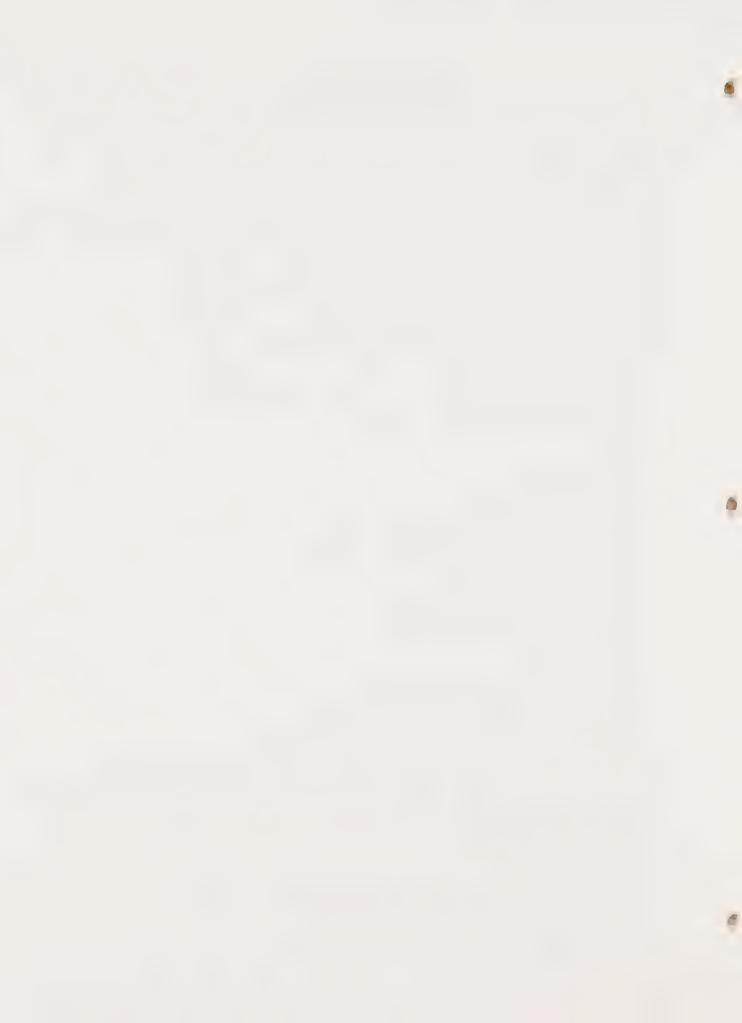
Second step educational pay (2.5% of base salary) for employees who have documented completion of a 30 unit Fire Science Certificate in an accredited Fire Science Program.



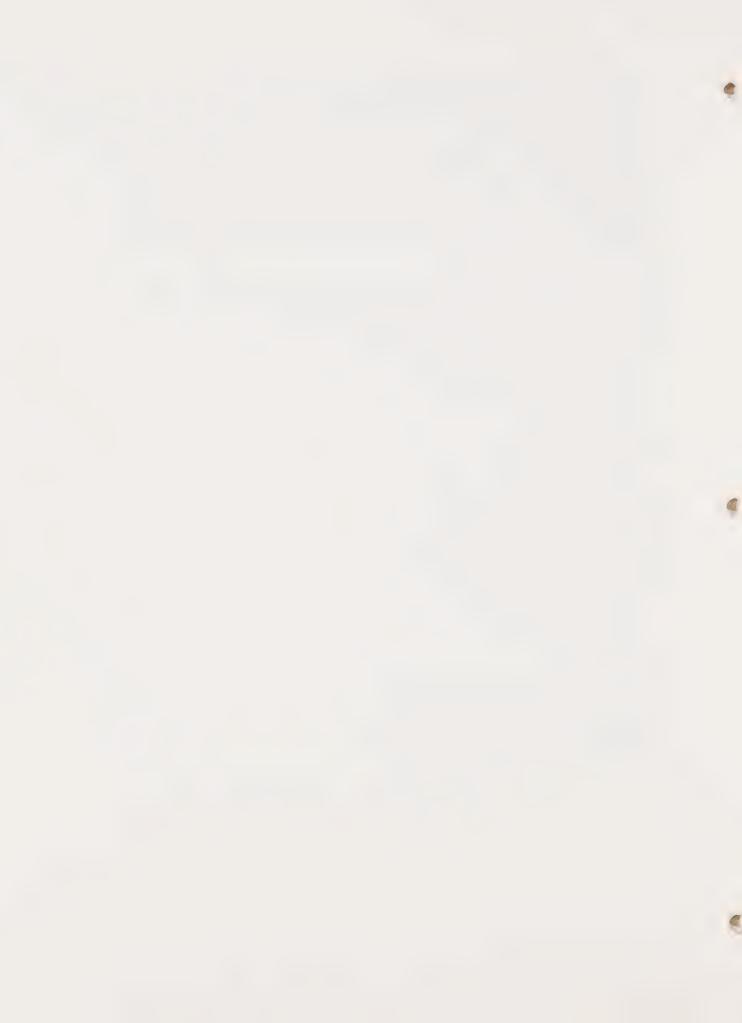
CITY OF DALY CITY

TRAINING INSTITUTIONS

Attorney General American Red Cross Associated Public Safety Communications Officers Association American Society for Industrial Security & Peninsula Manufacturers Association Boy Scouts of America Citizens' Active Participation Through Utilization of Relevant Education (CAPTURE) Criminal Justice Council California Check Investigators Association California Department of Education and Special Schools California State University, Long Beach California Polytechnic University, Pomona California Probation & Correctional Association California State Department of Health California Highway Patrol California Specialized Training Institute, San Luis Obispo California Youth Authority California State University, San Jose California State University, Sacramento Chabot Compsych Systems, Inc. College of Marin College of the Redwoods, Eureka College of San Mateo College of San Mateo Basic Police Academy California Law Enforcement Training Center City College of San Francisco Daly City Fire Department Daly City Police Department Department of Justice, Santa Barbara Department of Justice, Broderick Diablo Valley Diamond National Emergency Squad Training, Inc. Fair Political Practices Commission F.B.I. National Academy, Quantico F.B.I. National Academy, California Chapter Federal Bureau of Investigation Fire Investigators' Academy Fire Prevention Officers' Academy Fire Prevention Officers Section of Northern California-Fire Chiefs Association Fire Service Instructors' Academy Foster City Police Department Federal Bureau of Narcotics Golden Gate University GORMAC, Los Angeles Inter-Governmental Management Development Institute (IMDI) International Association of Chiefs of Police International Juvenile Officers Association John F. Kennedy University Law Enforcement Training & Research Associates



League of California Cities Law Enforcement Assistance Administration (L.E.A.A.) Los Medanos Modesto Junior College Northern California Criminal Justice Training Center National Homicide Institute Optimum Systems, Inc. (OSI) Pyramids Alternative, Inc. Professional Protection Consultants Regional Criminal Justice Training Center, Modesto San Bruno Police Department San Mateo County San Mateo County Coroner San Mateo County Fire Prevention Officers Association San Mateo County Fire Training and Film Library San Mateo County Social Services San Mateo County Probation Department San Mateo County Health & Welfare San Mateo Police Department San Jose State University San Francisco Police Department Skyline College San Joaquin Delta College San Jose City College San Francisco Airport Authority San Francisco Police Academy San Francisco State University Stanford Research Institute South San Francisco Fire Department San Mateo County Training Officers Association Scott Aviation Corporation Suicide Prevention Center Santa Rosa Junior College Sonoma Junior College State Narcotics Toastmasters U. S. Army University of California, Berkeley University of California Extension University of Southern California University of San Francisco University of California, Humboldt Xerox Corporation



To: CITY MANAGER'S OFFICE

From: PERSONNEL OFFICE

						FOR PER	SONNEL (
TYPE OF TRAINING (Ceneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY	EEOC CAT,	RACE	SE
Municipal Govt. Admin. Practices	City Mgrs. Dept.	David R. Rowe	City Manager	3 days 2/18-20/76	\$250.00	O&A	С	M
Comm. Dev. Policy	LOCC; Community Development Task Force	David R. Rowe	City Manager	1 day 7/14/76	7.50	O&A	C	M
Municipal Insurance Seminar	LOCC City of Santa Monica	David R. Rowe	City Manager	10 hours	\$75.00	O&A	C	M
Municipal Govt Policy Development	LOCC Annual Conf.	David R. Rowe	Cîty Manager	3 days 10/19-22/75	\$100.00	O&A	C .	M
Municipal Covt. Administration Pract	Int'l. City Mgr. Assnices	David R. Rowe	City Manager	. 4 days 9/29-10/2/75		O&A- : :	C	• M
Equal Opp. Emp. Law	ABA-NCSL Nat'l Conf	Raymond E. Letsing	er Asst. City Manager	2 days 11/10-11/75	\$140.00	O&A	C	M
Municipal Govt.	LOCC. Conf.	Raymond E. Letsing	er Asst, City	3 days 10/19-22/75	,\$100.00	O&A	C	M



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TRAINING ACTIVITY SUPPARY

To: CITY MANAGER'S OFFICE

From: PERSONNEL OFFICE

July, 1975=

July, 1976 -

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YPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC		T
Ceneral Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	S
Collective Bargaining in-Public Sector	USC-Sacto Campus	Ronald L. Mitchel	Asst, to the City Manager	2 days 4/27-28/76	100.00	O&A	С	М
Public Labor Relations	Calif. State University Hayward	Ronald L. Mitchel	l Asst. to the City Manager	l day 5/14/76	45.00	O&A	С	M
Perf. Evaluation .System	USC-Sacto Campus	Steven C. Lowe	Asst. to the City Manager	2 days		O&A	С	M
* Sect Communicati With Others	on Comp-Sych	Lorraine D'Elia	Typist Çlerk	1 day 8/6/74	65.00	O&C	С	·F
* Ex/Admin. Secty/ Clerk Workshop	IMDI	Anne Dissing	Admin./Secty.	1 day 6/74		O&A	С.	F
Labor Relations Seminar_	League of Calif. Cities	Raymond E. Letsinger	Assistant City Manager	3 days 1/21/76- 1/23/76	200.00	O&A	С	M
* Were not listed pro	viously				·		`	
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To:	COMMUNITY	SERVICE	CENTER	

From: PERSONNEL OFFICE

						FOR PERCUSE-DO 1	CONNEL COM	OFFICE PLETE
PYPE OF TRAINING Ceneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	COST	EEOC CAT,	RACE	SEX
Counseling Training	Gestalt Institute	Carol Goodman	Community Service Center Representative	February, '75' to Present	\$121	Para	SS	F
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To: Personnel Office

From: PERSONNEL OFFICE

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CPE OF TRAINING	MINATUTAG					FOR PERS USE-DO N	SONNIEL (IOT COMT	METCE Marie
Deneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	m T m T To	DURATION OF	CITY	EEOC		
Bir General de Las companyations (State Companyation Comp	And A service to the control of the	1 11(1) 110/11/11/11	TITLE	TRAINING	COST	CAT.	RACE	SEX
Labor Relations	League of Calif. Cities	Cindy Parma	Ass't. Pers. Officer	3 days	\$200	O&A	С	F
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To: DON FLEMING - Community Development

From: PERSONNEL OFFICE

						FOR PERS	SONNEL C	PLETE
FYPE OF TRAINING (Ceneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY	EEOC CAT,	RACE	SEX
Residential Rehabili- tation	·	Don Fleming Betty Wheeler	Fundamentals- of Residential- Rehabilitation	5 Dæys	\$200.00 each	O&A PROF	C C	M F
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To:	ANNA OHLENDORF - City Clerk	
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From: PERSONNEL OFFICE

					FOR PERSONNEL OFFICE USE-DO NOT COMPLETE			
TYPE OF TRAINING Ceneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Election Campaign Filing Procedures	Fair Political Practice Commission	s Anna Ohlendorf	City Clerk	· 4 hours		Elected	С	F
Conflict of Interest Filings	14	Anna Ohlendorf	City Clerk	4 hours	~	Elected	С	F
Secretary Institute Seminar	Executive Associates	Betty Buckley	Dpt. City Clerk	Full Day	90.00	O&C	С	F
	16	Betty Mazza	Typist Clerk II	н	90.00	O&C	С	F
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[FOR PERSONNEL OFFICE

To: ROBERT GREEN - Finance Dept.	To:	ROBERT	GREEN	-	Finance	Dept.	
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From: PERSONNEL OFFICE

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YPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC		
Seneral Subject Area)		PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
Accounting	Cal. State Hayward	Doris Rehe Sylvia Friedman Greta Cook	Acct. Clerk II " " Acct. Clerk I	4 hr. wk.(3 mo)	\$ 100*	0&C 0&C 0&C 0&C 0&C	C C C O	ч ч ч ч
Financial Statement:	In-house (Dir. of Fin.)	Mike Moon Clod Pascual Corum Chan Sylvia Friedman Patricia Green Doris Rehe Margaret Cook Brenda Marubayashi Helen Flowerday	Asst.Dir.Fin. Acct. Technician Pur. Agent Acct. Clerk II """ """ """ """ """ """ Asst.Dir.Fin.	II II II II II II II II II II II II II	None "" "" "" "" "" "" "" "" ""	O&A TECH PROF O&C O&C O&C O&C O&C O&C	C FIL AA C C C C C C C C FIL	M M F F F F F F M
*Plus City car				•				,
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To:

LIBRARY DEPARTMENT

From: PERSONNEL OFFICE

ONINIANT TO MU	TRAINING	NAME OF		DURATION OF	CITY	FOR PERSUSE-IN I	SONNEL (PLETE
Denoral Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
SUPERVISION SUPERVISION SUPERVISION SUPERVISION SUPERVISION SUPERVISION SUPERVISION SUPERVISION SUPERVISION AUDIO VISUAL	IMDI IMDI IMDI IMDI IMDI IMDI IMDI IMDI	SAM CHANDLER SHELIA CAVANOR JANIE WATSON DAVID GRIFFIN ROSE MARIE KRAUS JULIANA CHENG ADRIENNE SAVETNICK JOHN SULLIVAN	CITY LIBRARIAN LIBRARIAN II LIBRARIAN I LIBRARIAN I LIBRARIAN II LIBRARIAN I LIBRARIAN II LIBRARIAN II LIBRARIAN III	ONE DAY ONE DAY ONE DAY ONE DAY ONE DAY ONE DAY ONE DAY ONE DAY ONE DAY	\$30.00 30.00 30.00 30.00 30.00 30.00 30.00	O&A PROF PROF PROF PROF PROF PROF PROF	C C C C AA C	M F M F F F
AUDIO VISUAL	PHOTO AND SOUND	JANIE WATSON	LIBRARIAN III LIBRARIAN I	ONE DAY	10.00	PROF	c	M F
		99						



To: CHAPLES VINCENT - RPM

From: PERSONNEL OFFICE

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(General Subject Area)	TRAIHING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EFOC CAT,	RACE	SEX
Executive Develop- ment Program	Universit y of Georgia	Katherine Bradshaw Chappelear	Recreation Supervisor	40 hr. course 2/8 - 13/76	-0- (APRS Scholarsh	(p) PROF	С	F
Rquatic Management Symposium	National Life Guard Association - held in Sacramento	Charles G. Smithso	n Recreation Supervisor	One day - 2/5/76	\$8.00	PROF	С	M
Horticulture Class	Skyline College	Charles G. Smithso	n Recreation Supervisor	3½ mo. cowrse 2/10 - 5/25/76	\$10.00	PROF	С	М
Exec./Adm. Secy/Clk. -Seminar	Intergovernmental Management Development (I.M.D.A.)	Jeannette Heath	Secy. 111	Two days - 1/29 & 2/5/76	\$70.00	O&C	C	F
Office Skills Workshop	Intergovernmental Management Development (I.M.D.A.)	Martha Olguin	Typist Clk. 11	Two days - 1/12 & 15/76	\$70.00	O&C	С	F
Office Skills Workshop	Intergovernmental Management Development (I.M.D.A.)	Theresa Creighton	Typist Clk. 11	Two days - 1/12 & 15/76	\$70.00	O&C		F
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To: CHAPLES VINCEUT - RPM

From: PELSONNEL OFFICE

Phone complete the Training Activity Summary for the period dan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-louse as well as outside agency training activity.

						FOR PER		
(General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY	EFOC CAT,	PACE	SEX
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	David Figari	Park Foreman	· One day - 1/28/76	-0-	O&A	С	М
Ground Cover Weed Control Field Day	University of Calif. Extension held at Half Moon Bay	David Figari	Park Foreman	0ne day - 6/30/76	-0-	O&A	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Alfred Banfield	Park Leadman	0ne day - 1/29/76	-0-	S&M	С	М
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Richard Agrimonti	Groundsman- Gardener	0ne day - 1/28/76	-0-	S&M	С	М
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Robert Brizuela	Groundsman- Gardener	0ne day - 1/28/76	-0-	S&M	SS	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Matias Soldonia	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	SS	M
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To: CHAPLES VINCENT - RPM

From: PERSONNEL OFFICE

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'General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	m Trot T	DURATION OF	CITY	EFOC		
General bublices Actaly		PAIG LULPANI	TITLE	TRAINING	COST	CAT,	RACE	SEX
Northern Calif. Turf Grass & Environmental Ländscape Expo.	Held at the San Mateo County Fairgrounds	Christopher Moore	Groundsman- Gardener	One day - 1/	28/76 -0-	S&M	С	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	William Roser	Groundsman- Gardener	One day - 1/2 ⁹ /76	-0-	S&M	С	M
Northern Calif. Turf Grass & Environmental Łandscape Expo.	Held at the San Mateo County Fairgrounds	Edward Rossi	Groundsman- Gardener	One day - 1/2 ⁹ /76	-0-	S&M	С	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	James Coulter	Utility Worker	One day - 1/29/76	-0-	S&M	С	М
Sprinkler Service Seminar	Automatic Rain Co.	Ronnie Goo	Groundsman-Ga	idener One day 2/24/16	-0-	S&M	0	M :
Sprinkler Service Seminar	Automatic Rain Co.	Edward Rossi	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	C	М
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Ronnie Goo	Groundsman- Gardener	One day - 1/29/76	-0-	S&M	0	M
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To: PUBLIC WORKS

From: PERSONNEL OFFICE

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TYPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	USE-DO EEOC	NOT COM	PLET
(Ceneral Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SE
Management Development	Intergovernmental Mgmt. Development Institute	Phyllis J. Ensrud	Secretary III	2 day's	70.00	0&C	С	F
Secretarial Seminar	Batten, Batten, Hudson & Swab	Sharon Henderson Josefina Rodriquez Louise Sansoe Karen Knutsen	Typist Clerk	l day l day l day l day	55.00 55.00 55.00 55.00	0&C 0&C 0&C 0&C	O FIL A1 C	
Management Development	Intergovernmental Mgmt. Development Institute	H. Wiesner R. Ensinger M. Sims C. Mobley H. McDonald H. Tan N. Pezzola H. Hettle W. Chalmers A. Bender R. Smith	Chief Electric. Elect. Inspect. Pub. Wks. Supv. Ass't. City Eng Water Supt. Civ. Eng. II Street Foreman Wat. Main. Fore Wat. Maint Leac Wat. Op. Fore. Ch. Bldg. Insp.	10 days 10 days 10 days 10 days 10 days 10 days 10 days	1600.00 (total)	O&A TECH O&A O&A O&A PROF SCW SCW SCW TECH O&A	000000000000000000000000000000000000000	\text{
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Tot DAVID MACABEE - Public Works

From: PERSONNEL OFFICE

						FOR PERSONNEL OFFICE			
THE OF TRAINING	TRAINING	NAME OF	1	DUNATION OF	CITY	USE-IXO N	10.1, CO1.1	LETE	
General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX	
	San Mateo County Safety Council	Russ Brabec	Engineer Tech.			тесн	C	М	
	U. C. Ext. (via Calif. Dept. of Trans.)	C. F. Mobley Sharon Henderson	Asst. City Eng. Typist Clerk II		27.50	O&A O&C	C '	M F	
	National Assn. of Region Councils Water Quality	C. F. Mobley	Asst. City Eng.	2 days	20.00	O&A .	CT (М	
	on In-House Supervision Training Division Head's of Public Works with Cassettes	C. F. Mobley H. Tan H. Weisner R. Ensinger M. J. Sims H. R. McDoanald N. Pezzloa A. Bender R. D. Smith	Asst. City Eng. Civil Eng. II Chief Elec. Elec. Insp. P W Supervisor Water Supt. Street Foreman Water Oper. Fore Chief Bldg. Insp		45.00	O&A PROF O&A TECH O&A O&A SCW TECH O&A SCW TECH O&A SCW	000000000	M M M M M M M M	
		H. Hettle W. Chalmers	Water Maint. Lea			SCW	C	M	



To:	DAVID	MACABLE -	Public	Works
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From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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FYPE OF TRAINING	TRATHING	NAJŒ OF		DURATION OF	CITY	EFOC		
(General Subject Area) Uniform Mechanical	INSTITUTION College of San Mateo	PARTICIPANT Robert Smith	TITLE	TRAINING	\$10.00	CAT.	RACE	SEX
Code	correge of San rateo	Robert Smith	Chief Bldg. Insp	., or ars. eve.	\$10.00	O&A	С	M
a II	11 '	Carl Stendell	Building Insp.	11	10.00	TECH	С	М
Design and The Urban Environment	University of Calif. Ext. Div. Berkeley	Joseph Gerack	11	46 hrs. Sat.	95.00	TECH	С	. M
Engineering, Seismic & Life Safety	American Society of Heat, Refrigeration & Air Condition Engineer Inc.	Mel Tafoya	Building Insp.	12 hrs. eve.	25.00	TECH	SS	M
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TRAIL ACTIVITY SUMMARY

To:	DAVID	MAÇABEE :	- Public	Works
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From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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PE OF PRAINING Seneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CA'E,	RACE	SEX
Uniform Mechanical Code	San Mateo Jr. College	Byron M. Ensinger	Electrician Insp		\$10.00	TECH	С	M
Toastmaster Club 1881	Westlake Library	Byron M. Ensinger	Electrician Insp	. 36 Hrs.	18.00 Re 15.00 *	g. TECH	С	M
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To:	LAVID	MOABLE	-	Public	Works

From: PHENONNEL OFFICE

Phase complete the Training Activity Summary for the period Jan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both inchouse as well as outside agency training activity.

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THE OF TRAINING Coneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY	EFOC CAT.	RACE	SEX
VALVES	Cla-Val Service (Training School (Mike M. Hara	Utility Worker	two days .	(Transporta (tion only	S&M	AA	М
• 11	Holiday Inn Belmont(Stephen Molien	Maint. Worker	14 19	\$8.80	S&M	С	M
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To:	PUBLIC WORKS	
From:	PERSONNEL OFFICE	

Please complete the Training Activity Summary for the period JAN 1, 1976 to JULY 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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TYPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC	101 001.4	111111
(General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
DRIVER TRAINING	DALY CITY POLICE DEPT.	C. Stendell W. Byrne R. Ranson F. Anderson A. Montenegro D. Hernandez N. Pezzola L. Farrell R. Shaffer W. Cripps S. Simmons H. McDonald	Bldging Inspect St. Main. Wkr. St. Main. Wkr. Water Operator Wat. Main. Wkr. Utility Wkr Trne St. Fore. Utility Worker Eng. Technician Street Painter Utility Worker Water Supt.	•	35.00 35.00 35.00 35.00 35.00 35.00 35.00 35.00 35.00 35.00	TECH S&M S&M SCW S&M SCW S&M TECH S&M O&A	C C C C S S S C C C C B C	M M M M M M M M M M M M M M M M M M M



To:	· ·	ORLIC	WORKS
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From:	PERSONNEL	OFFIC	E

Please complete the Training Activity Summary for the period JAN 1, 1976 to JULY 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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TYPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC		
(General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
Monthly Safety Meeting	Daly City - Street Div.	J. Gerack C. Stendell R. Ensinger B. White D. Hernandez H. Tan R. Brabec J. Ferrer L. Wong T. Bulan M. Sims N. Pezzola J. Burman J. Pappas D. Thomasson H. Black E. Bottarini B. Byrne B. Calvert B. Gfroerer P. Kelly R. Ranson P. Gallaher J. Peterson E. Lewis S. Simmons W. Cripps	Ut. Wkr Trnee. Civ. Eng. II Eng. Tech. Eng. Tech Eng. Tech Jr. Eng. Aide Pub. Wks. Supv. St. Fore Equip Opr. Equip. Opr.	5 meetings 1 meetings 5 meetings 1 meeting 1 meeting 1 meeting 2 meetings 2 meetings 5 meetings 5 meetings 4 meetings 4 meetings 4 meetings 4 meetings 5 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings 6 meetings		C.Tech C.Tech C.Tech C.Tech C.Tech B.Prof C.Tech C.Tech C.SCW A.O-A G.SCW H.S-M H.S-	C C C B S O C F A F C C C C C C C C C C C C C C C C	M M M M M M M M M M M M M M M M M M M



To:	PUBLIC	WORKS

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period JAN 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERS		
TYPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC		
(General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
(General Subject Area) Monthly Safety Meeting	INSTITUTION	H. McDonald A. Bender G. Saeger B. Chalmers A. Bernard F. Davison L. Farrell H. Krohn S. Molien	Water Supt. Water Op. Fore. Water Operator Wat. Maint Lead Meter Repair Wat. Maint. Wkr Wat. Maint. Wkr Wat. Maint. Wkr Wat. Maint. Wkr	TRAINING 4 meetings 5 meetings 1 meeting 1 meeting 6 meetings 6 meetings 5 meetings 5 meetings 3 meetings	COST	A.O-A C.Tech G.SCW G.SCW H.S-M H.S-M H.S-M	C C C SS C AI C C	SEX M M M M M M
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To:	DAVID	MACABEE -	Public	Works
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From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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(General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY	EEOG CAT,	RACE	SEX
Concrete Inspection	University of Calif. San Jose	Russell Ranson Doris Thomasson Mike Sims	Main. Worker Engineer Aid 1	two four hrs. classes Friday night and Sat. morning	\$115.00	S&M SCW O&A	C C C	M F M
Management Training	Skyline College	Mike Sims	PW Supervisor	one semester	35.00	0&A	С	M
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To:	DAY	/10	MACABI	Œ -	Publ	Ic	Works	
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From: PLESSONNEL OFFICE

Planse complete the Training Activity Summary for the period Jan. 1,1976 to July 1,1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

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YPE OF TRAINING General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF	CITY	HEOC N		
Driver Training (cont.)	Daly City Police Dept.	S. Molien A. Perada J. Peterson	Utility Worker* Water Main. Utility Worker	TRAINING one day each	(see first page)	S&M S&M S&M	C SS C	M M M
	* indicates	s title at time of t		ntly promoted				
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To: Police Department

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING	m) l			•		FOR PER		
· ·	TRAINING	NAME OF		DURATION OF	CITY	EEOC	1	1
(Ceneral Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SED
				t.			1 - 11///	1 1111
Officer Survival	San Luis Obispo	Jordan Robert	Patrolman	5 days	232.10	PSW	C	М
Problem Solving	USC - Long Beach	Hansen David	Chief	3 days	178.35	0&A	C	M
Bomb Investigation	FBI S.F.	Ingbrigtsen Robert	Sergeant	5 days		TECH	C	M
Intoxilyzer	San Mateo Coroner	McHenry James	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Cole Ken	Detective	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Phillips Richard	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Cubic Donald	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Stanghellini Thomas	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Cooper Charles	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	McHenry John	Patrolman	1 day		PSW	'C	М
Intoxilyzer	San Mateo Coroner	Quinn George	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Jett Robert	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Culley Thomas	Lieutenant	1 day		PROF	Č	M
Intoxilymer	San Mateo Coroner	Miller Richard	Patrolman	1 day		PSW	C	М
Intoxilyzer	San Mateo Coroner	Bridges Richard	Patrolman	1 day		PSW	AT	M
Intoxilyzer	San Mateo Coroner	Pinnatore Dennis	Patrolman	1 day		PSW	Ç	M
Intoxilyzer	San Mateo Coroner	Mason Thomas	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Hammermann Neil	Patrolman	1 day		PSW	C .	M
Intoxilyzer	San Mateo Coroner	Blazer Robert	Patrolman	1 day		PSW	C	M
lntoxilyzer	San Mateo Coroner	Vogt Robert	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Hanebeck Terry	Sergeant	1 day		TECH	C	M
Intoxilyzer	San Mateo Coroner	Mutter Raymond	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Keith Warren	Patrolman	1 day		PSW	C	M.
Intoxilyzer	San Mateo Coroner	Prator Dennis	Patrolman	1 day		PSW .	C	M
Intoxilyzer	San Mateo Coroner	Donati Louis	Patrolman	1 day		PSW	C	M
Intoxilyzer	San Mateo Coroner	Powell Steven	Patrolman	1 day		PSW	c	M
Intoxilyzer	San Mateo Coroner	, Dausse Rodney	Jail Tech.	1 day		PSW	0	M
Intoxilyser	San Mateo Coroner	Richardson James	Patrolman	1 day		PSW - i	C	M
Intoxilyser	San Mateo Coroner	Jordan Robert	Patrolman	1 day		1 1	١,	
Intoxilyzer	San Mateo Coroner	Desha Kalahani	Patrolman	1 day		PSW:	C	M
Intoxilyzer	San Mateo Coroner	Moeller William	Patrolman	1 day	'	PSW	0	M
		113	- Cox Oxidetil	a day	,1	PSW	С	M



EEOC CAT	RACE	SEX	TYPE OF TRAINING / T	FRAINING INSTITUTION /	NAME OF PARTICIPANT	7 TITLE	/ DURATION	COST
.A.OA	С	M		JSC - Long Beach	Hansen David	Chief	3 days	2926,20
A.OA	С	M	Workshop- Team Build. U	JSC - Long Beach	Sims Richard	A/Chief	3 days	ALL
B.Prof	r c	M	Workshop- Team Build. U	JSC - Long Beach	Terry Charles	Lieutenant	3 days	SUPERVISORS
B.Prof		M	Workshop- Team Build. U	JSC - Long Beach	LaBruzzo Phillip	Lieutenant	3 days	
B.Prof		M	Workshop- Team Build. U	JSC - Long Beach	Culley Thomas	Lieutenant	3 days	
B.Prof		M	Workshop- Team Build. U	JSC - Long Beach	Doran James	Lieutenant	3 days	
B.Prof		M	Workshop. Team Build. U	JSC - Long Beach	Barron James	Lieutenant	3 days	
B.Prof		M	Workshop. TeamBuild. U	JSC - Long Beach	Guzman Edward	Lieutenant	3 days	
B.Prof		M	Workshop. Team Build: U	JSC - Long Beach	Austin Roger	Lieutenant	3 days	
C.Tech		M	Workshop - Team Build. U	JSC - Long Beach	Kolbmann John	Sergeant	2 days	
C.Tech		M	Workshop - TeamBuild. U	JSC - Long Beach	Ingbrigtsen Robert	Sergeant	3 days	
C.Tech		M	Workshop - Team Build. U	JSC - Long Beach	Warren Ralph	Sergeant	3 days	
C.Tech		M	Workshop - Team Build. U	JSC - Long Beach	Reese Thomas	Sergeant	3 days	
C.Tech		M	Workshop - Team Build. U	JSC - Long Beach	Seguine Richard	Sergeant	3 days	
C.Tech		M	Workshop - Team Build. U	JSC - Long Beach	Steen Steven	Sergeant	3 days	
C.Tech	n C	M	Workshop - Team Build. U	JSC - Long Beach	Lyons Edward	Sergeant	3 days	
C.Tech	n C	M	Workshop - Team Build. W	ISC - Long Beach	Barner Thomas	Sergeant	3 days	
C.Tech	n C	M	Workshop - Team Build. U	JSC - Long Beach	Lowe Steven	Sergeant	3 days	
C.Tech	n C	M	Workshop - Team Build. U	JSC - Long Beach	Aurilio Steven	Sergeant	3 days	
C.Tech	n C	M	Workshop - Team Build. U		Hanebeck Terry	Sergeant	3 days	
B.Prot	f SS	M	Problem Solving U	JSC - Long Beach	Guzman Edward	Lieutenant	3 days	222.00
PSW	C	M	Self- Defense	Serramonte Shop Ctr.	Jordan Robert	Patrolman	1 day	
PSW '	C	M	Workshop- Ment. Ill U	JSC - Long Beach	daRoza Ernie	Patrolman	3 days	302,91
C. Tech	n C	M	L Squad - Retraining 7	funters Point (FBI)	Barner Thomas	Sergeant	1 day	
PSW	C	M	L Squad - Retraining I	Hunters Point (FBI)	McVay Michael	Patrolman	1 day	
PSW	C	M	L Squad - Retraining H	Hunters Point (FBI)	Jett Robert	Patrolman	1 day	
PSW	C	M	L Squad - Retraining H	Hunters Point (FBI)	Hyink Robert	Patrolman	1 day	
PSW	AI	M	L Squad - Retraining H	Hunters Point (IBI)	Bridges Richard	Patrolman	1 day	
C.Tech	h C	M	L Squad - Retraining H	Hunters Point (FBI)	Seguine Richard	Sergeant	1 day	
PSW	C	M	L Squad - Retraining I	Hunters Point (FBI)	Gualco Fred	Patrolman	1 day	
PSW	C	M	L Squad - Retraining H	Hunters Point (FBI)	Guido George	Patrolman	1 day	
PSW	C	M	L Squad - Retraining H	Hunters Point (FBI)	Keith Warren	Patrolman	1 day	
PSW	C	M	L Squad - Retraining I	Hunters Point (FBI)	Vogt Robert	Detective	1 day	
PSW	C	M	Rape Investigation U	JC - Humboldt State	Thompson William	Patrolman	3 days	79.75
	С	M	Crim. Record Inform.	Co, San Mateo	Drake Thomas	Records	2 days	
O&C	C	F	Crim. Record Inform.	Co. San Mateo	Buoc Mary	Clerk	2 days	
O&C	SS	F	Crim. Record Inform. (Co. San Mateo	Pacheco Annie	Clerk	2 days	
PSW	С	M	Iegal Education	USC - Long Beach	Hekker Henry	Patrolman	4 days	186.92



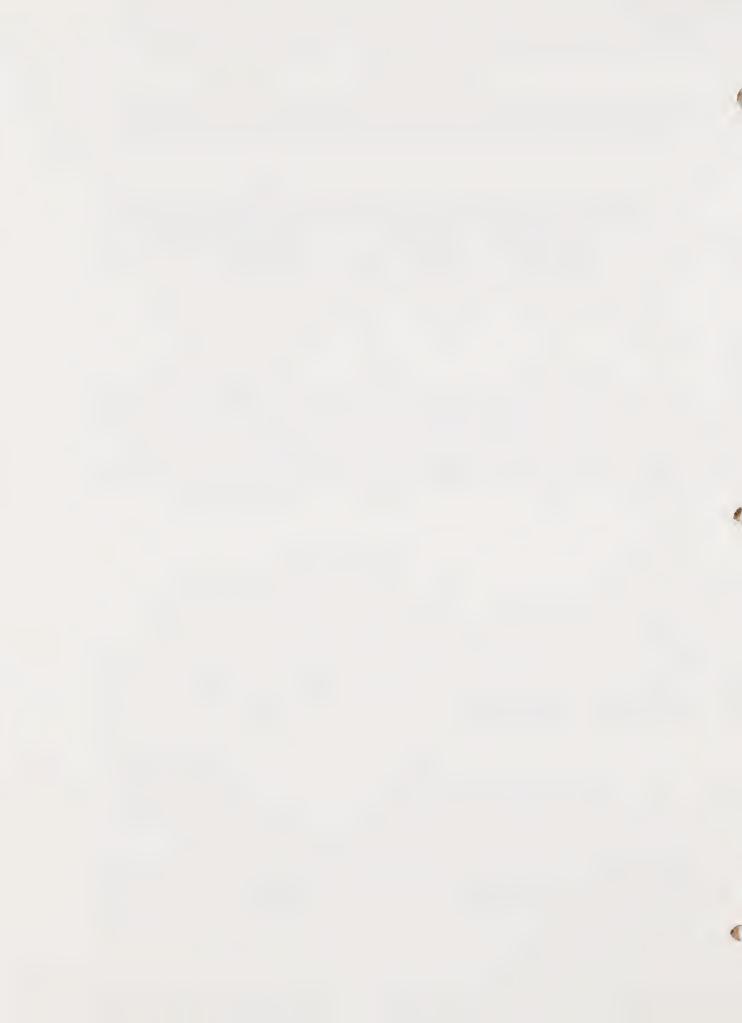
EEOC R	ACE		TYPE OF TRAINING	/ TRAINING INSTITUTION	JAME OF PARTICIPANT	/ TITLE	/ DURATION	//COST
PSW	С	М	Intoxilyzer	San Mateo Coroner	Polongot Diama			
PSW	Č	M	Intoxliyzer	San Mateo Coroner	Palenget Pierre	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Guido George Gualco Fred	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner		Patrolman	1 day	400 MM 400 400
PSW	C	M	Forensic Pathology	San Mateo S.O.	Cooper Charles Cubic Donald	Patrolman	1 day	
PSW	C	M	Hostage Negotiation	S.F.P.D.	Mutter Raymond	Patrolman	3 hrs.	======================================
C.Tech	С	M	Hostage Negotiation	S.F.P.D.	Steen Steven	Patrolman	5 days	50.00
C.Tech	C	M	Hostage Negotiation	S.F.P.D.	Aurilio Steven	Sergeant	5 days	50.00
PSW	SS	M	Police Activities	Monterey	Sola Robert	Sergeant	5 days	50.00
B.Prof	C	M	Executive Develop.	Konocti Harbor	Terry Charles	Patrolman	4 days	59.00
O&A	C	M	Public Safety	Los Angeles - Cal. Cities	Hansen David	Lieutenant	5 days	309.64
PSW	C	M	Crisis Intervention	Crisis Intervention	Moeller William	Chief	1 day	1/1 /0
B.Prof	C	M	Executive Develop.	Konocti Inn - CSU - Eureka	In Reggo Dhillin	Patrolman	5 days	161.40
O&A	C	M	Management	League Cal. Cities.	Hansen David	Lieutenant	5 days	337.75 60.00
O&A	C	M	Productivity Improv.	NCCJ - San Francisco	Sims Richard	Chief	1 day	00.00
O&A	C	M	FBI - Retraining	Anaheim - FBI	Hansen David	A/Chief	2 days	1.50
O&A	C	M	FBI - Retraining	Anaheim - FBI	Sims Richard	Chief	1 day	170.00
C.Tech	C	M	Riot Control Trng.	D.C.P.D.	Reese Thomas	A/Chief	1 day	Both
C.Tech	C		Riot Control Trng.	D.C.P.D.	Ingbrigtsen Robert	Sergeant	1 day	
C.Tech	С		Riot Control Trng.	D.C.P.D.	Barner Thomas	Sergeant	1 day	
C.Tech	С		Riot Control Trng.	D.C.P.D.	Hanebeck Terry	Sergeant	1 day	
PSW	С		Riot Control Trng.	D.C.P.D.	Jordan Robert	Sergeant	1 day	this will was one
PSW	C		Riot Control Trng.	D.C.P.D.	Richardson James	Patrolman	1 day	000 din 400 qua
PSW	C		Riot Control Trng.	D.C.P.D.	Miller Richard	l'atrolman	1 day	
PSW	С			D.C.P.D.	Gualco Fred	Patrolman	1 day	
PSW	C	M	Riot Control Trng.	D.C.P.D.	Jensen Edward	Patrolman	1 day	
B.Prof	C	M	Administration		LaBruzzo Phillip	Patrolman	1 day	
C.Tech	С	M	L Squad - Retraining	San Ramon, (FBI)	Lyons Edward	Lieutenant	1 day	
PSW	C		L Squad - Retraining	San Ramon (FBI)	Hyink Robert	Sergeant	1 day	
PSW	ΑI		L Squad - Retraining	San Ramon (FBI)	Bridges Richard	Patrolman Patrolman	1 day	dall told days your
PSW	C	M	L Squad - Retraining	San Ramon (FBI)	Mason Thomas		1 day	
PSW	C	M	Fingerprint - classif.		Cubic Donald	Patrolman	1 day	
O&C	C		Comm Ctr.	D.C.P.D.	Drake Thomas	Patrolman Records	2 days	NO 800 NO NO
0&C	C	M	Comm. Ctr.	D.C.P.D.	Crooker Robert		2 hrs	
0&C	C	M	Comm. Ctr.	D.C.P.D.	White Joseph	Dispatcher Dispatcher	2 hrs.	
O&C	C	M	Comm. Ctr.	D.C.P.D.	Wightmen Bruce	-	2 hrs.	
0&0	C	M	Comm. Ctr.	D.C.P.D.	Lippis Ronald	Dispatcher Dispatcher	2 hrs.'	
O&C	C	M	Comm. Ctr.	D.C.P.D.	Nicholas Charles	Dispatcher	2 hrs.	~ ~
O&C	C	M	Comm. Ctr.	D.C.P.D.	Christen Harry	Dispatcher	2 hrs.	~~~
O&C	C	M	Comm. Ctr.	D.C.P.D.	Ikler Seymore	Dispatcher	2 hrs.	~~~
0&0	C	F	Comm. Ctr.	D.C.P.D.	Baker Alice		2 hrs.	
						Dispatcher	2 hrs.	



EEOC RACE CAT		TYPE OF TRAINING /	TRAINING INSTITUTION	NAME OF PARTICIPANT	/ TITLE /	DURATION	COST
B.Prof C	M	L Squad - Retraining	Wiburon P.D. (FBI)	Austin Roger	Lieutenant	1 day	
PSW C	M	L Squad - Retraining	Tiburon P.D. (BBI)	Miller Richard	Patrolman	1 day	
PSW C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Gualco Fred	Patrolman	1 day	
C.Tech C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Seguine Richard	Sergeant	1 day	
C.Tech C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Lyons Edward	Sergeant	1 day	
PSW C	M	L Squad - Retraining	Tiburon P.D. (FBI)	McVay Michael	Patrolman	1 day	
PSW C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Mason Thomas	Patrolman	1 day	
PSW AI	M	L Squad - Retraining	Tiburon P.D. (FBI)	Bridges Richard	Patrolman	1 day	
PSW C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Guido George	Patrolman	1 day	
C. Tech C	M	Management	USC - Long Beach	Reese Thomas	Sergeant	3 days	218.50
PSW C	M	Field Training Off.	San Jose City College	Jordan Robert	Patrolman	5 days	179.25
150	141	Fleid Haining Oil.	par core or of correcto				
B.Prof C	M	Off. Involved Seminar	San Jose State	Austin Roger	Lieutenant	1 day	30.00
PSW C	M	Alcoholism	Pyramid Alternatives	Mutter Raymond	Patrolman	4 days	6.00
PSW C	M	Juvenile Del. Sem.	Lake Tahoe	Pinnatore Dennis	Patrolman	2 days	185.58
PSW SS	M	Workshop - Ment. Ill	CSU - Long Beach	Sola Robert	Patrolman	3 days	186.00
PSW C	M	Workshop - Ment. Ill	CSU - Long Beach	Gualco Fred	Patrolman	3 days	
C.Tech C	M		Livermore PD (FBI)	Lyons Edward	Sergeant	1 day	
PSW C	M		Livermore PD (FBI)	Keith Warren	Patrolman	1 day	
PSW AI	M		Livermore PD (FBI)	Bridges Richard	Patrolman	1 day	
PSW C	M	-	Livermore PD (FBI)	Hyink Robert	Patrolman	1 day	
PSW C	M		Livermore PD (UBI)	Mason Thomas	Patrolman	1 day	
C. Tech C	M		Livermore PD (FBI)	Seguine Richard	Sergeant	1 day	
PSW C	M		Livermore PD (FBI)	McHenry James	Patrolman	1 day	and the same same
PSW C		L Squad - Retraining	Livermore PD (FBI)	Miller Richard	Patrolman	I day	
PSW AI	M	-	Livermore PD (FBI)	Bridges Richard	Patrolman	1 day	
B.Prof C	M		Livermore PD (FBI)	Austin Roger	Lieutenant	1 day	
C.Tech C	M		Livermore PD (FBI)	Barner Thomas	Sergeant	1 day	
PSW C	M	_	Livermore PD (FBI)	McVay Michael	Patrolman	1 day	
PSW C		L Squad - Retraining	Livermore PD (FBI)	Gualco Fred	Patrolman	1 day	w es == ==
PSW C	M	L Squad - Retraining	Livermore PD (FBI)	Guido George	Patrolman	1 day	ga pa 879 679
C.Tech C	M		Half Moon Bay	Kolbmann John	Sergeant	1 day	
PSW SS	M	Advanced Officer	Palo Alto	Sola Robert	Patrolman	5 days	32.40
PSW C	M	Advanced Officer	Palo Alto	Miller Richard	Patrolman	5 days	32.40



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EEOC F	ACE	SEX	TYPE OF TRAINING /	TRAINING INSTITUTION	NAME OF PARTICIPANT	/ TITLE /	DURATION	1 0021
CAT	(1,1,0,30		•				22	400.00
B.Prof	C	M	Management	FBI Academy	Doran James	Lieutenant	11 weeks	
PSW PSW	C	M	Juvenile Del.	USC - Long Beach	Mason Thomas	Patrolman	10 weeks	1555.26
C.Tech	С	M	Identification	Stockton P.D.	Lyons Edward	Sergeant	3 days	67.98 67.98
PSW	C	M	Identification	Stockton P.D.	Mendiara James	Detective	3 days	222.00
B.Prof	C	M	Management	USC - Long Beach	Austin Roger	Lieutenant	3 days	156.40
PSW	C	M	Crisis Intervention	Santa Clara Valley JC	Donati Louis	Patrolman	5 days	322.40
PSW	C	M	School Resource	USC - Long Beach	Pinnatore Dennis	Patrolman	3 days	
PSW	C	M	Drivers Training	Half Moon Bay	Zahradnik David	Patrolman	1 day	
PSW	C	M	Drivers Training	Half Moon Bay	Srock Steven	Patrolman	1 day	
PSW	C	M	Drivers Training	Half Moon Bay	Gedney Raymond	Patrolman	1 day	
		M	Community Relations	Colma P.D.	Hammermann Niel	Patrolman	2 days	
PSW	C		Community Relations	Colma P.D.	Bunch Henry	Patrolman	2 days	
PSW	C	M		Colma P.D.	Bruemmer Paul	Patrolman	2 days	
PSW	C	M	Community Relations	Colma P.D.	Bolton Duane	Patrolman	2 days	
PSW	С	M	Community Relations	Colma P.D.	Fuhrman Paul	Patrolman	2 days	
PSW	C	M	Community Relations	Colma P.D.	Baker Alice	Dispatcher	2 days	
O&C	C	F	Community Relations	Pleasanton P.D.	Barner Thomas	Sergeant	1 day	
C.Tech		M	L Squad - Retraining	Pleasanton P.D.	Scott Michael	Patrolman	1 day	
PSW	C	M	L Squad - Retraining	Pleasanton P.D.	Guido George	Patrolman	1 day	
PSW	C	M	L Squad - Retraining		Torres Charles	Jail Tech.	1 day	
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Glass Mary	Jail Tech.	1. day	
PSW	C	F	Breathalyzer	Redwood City - Coroner	Tromborg Carl	Jail Tech.	1 day	
PSW	C	M	Breathalyzer	Redwood City - Coroner	Cole Ralph	Jail Tech.	1 day	
PSW	С	M	Breathalyzer	Redwood City - Coroner	Galvez Luis	Jail Tech.	1 day	
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Abbott Stephen	Jail Tech.	1 day	
PSW	C	M	Breathalyzer	Redwood City - Coroner	Aurilio Stephen	Sergeant	4 days	396.23
C.Tech		M	Legal Education	USC - Long Beach	Barron James	Lieutenant	3 days	222.00
B.Prof		M	Management	USC - Long Beach	Culley Thomas	Lieutenant	1 day	
B.Prof		M	Drivers Training	Half Moon Bay		Sergeant	1 day	
C.Tech	C	M	L Squad - Retraining	Tiboron	Lyons Edward	Patrolman	1 day	
PSW	C	M	L Squad - Retraining	Tiburon	Keith Warren	Patrolman	1 day	
PSW	ΑI	M	L Squad - Retraining	Tiburon	Bridges Richard	Sergeant	1 day	
C.Tech	C	M	L Squad - Retraining	Tiburon	Seguine Richard	Patrolman	1 day	
PSW	С	M	L Squad - Retraining	Tiburon	Miller Richard	Patrolman	1 day	
PSW	С	M	L Squad - Retraining	Tiburon	Hyink Robert		1 day	
PSW	С	M	L Squad - Retraining	Tiburon	Scott Michael	Patrolman	1 day	
B. Prof	. С	M	L Squad - Retraining	Tiburon	Austin Roger	Lieutenant	•	
C.Tech		M	L Squad - Retraining	Tiburon	Barner Thomas	Sergeant	1 day	
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		7						
	RACE	SEX	TYPE OF TRAINING	TRAINING INSTITUTION /	NAME OF PARTICIPANT	/ TITLE	/ DURATION	/ COST
CAT								701.41
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Jett Robert	Patrolman	5 days	ALL FIVE
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Kahle Thomas	Patrolman	5 days	
PSW	SS	M	Weapons, Tactics	NCCJ - Santa Rosa	Cota Edmund	Patrolman	5 days	MEN
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Vogt Robert	Detective	5 days	
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Bruemmer Paul	Patrolman	5 days	
C.Tech	C	M	CPR Instructor	Redwood City Red Cross	Hanebeck Terry	Sergeant	1 day	
B.Prof	C	M	Sports Betting	San Jose State	Austin Roger	Lieuten e nt	1 day	30.00
PSW	C	M	Advanced Officer	NCCJ - Santa Rosa	Holewinske Fred	Patrolman	3 days	190.16
PSW	С	M	Driver Training	Half Moon Bay Airport	Lowe Steven	Patrolman	1 day	
PSW	C	M	Driver Training	Half Monn Bay Airport	Hammermann Neil	Patrolman	1 day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Bolton Duane	Patrolman	1. day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Flynn John	Patrolman	1 day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Boyd Brian	P.A.T.	1 day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Stanghellini Thomas	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Bastedo Lester	Detective	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Martin Thomas	Detective	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Srock Steven	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Dean Robert	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Mallin John	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Hyink Robert	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Zahradnik David	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Gedney Raymond	Patrolman	1 day	
PSW	C	M	Intoxilyzer	San Mateo Coroner	Schenone Ronald	Patrolman	1 day	
PSW	C	M	Check Investigation	Investigators Inst.	Lax Harry	Detective	1 day	37.00
PSW	C	M	Driver Training	Half Moon Bay Airport	Bruemmer Paul	Patrolman	1 day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Richardson James	Patrolman	1 day	
PSW	Č	M	Driver Training	Half Moon Bay Airport	Scott Michael	Patrolman	1 day	
C.Tech	C	M	Driver Training	Half Moon Bay Airport	Ingbrigtsen Robert	Sergeant	1 day	
PSW	C	M	Driver Training	Walf Moon Bay Airport	Prator Dennis	atrolman	1 day	
PSW	C	M	Driver Training	Half Moon Bay Airport	Casey John	Patrolman	1 day	
PSW	C	M	Workshop - Ment. Ill	USC - Long Beach	Ball James	Patrolman	3 days	240.28
PSW :	C	M	Evidence Tech.	College Redwoods - Eureka	Quinn George	Patrolman	14 days	233.94
C. Tech	_	M	Trng. of Trainors	IMDI - Oakland	Reese Thomas	Sergeant	4 days	125.00
PSW	AI	M	Hazardous Devices	Alabama - Redstone Arsen.		Patrolman	19 days	648.00
PSW	C	M	Fingerprint Id.	Modesto - CCJ	Cubic Donald	Patrolman	5 days	169.15
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EEOC	RACE	SEX	TYPE OF TRAINING /	TRAINING INSTITUTION	NAME OF PARTICIPANT	/ TITEE / · /	/ DURATION	COST
PSW	С	M	L Squad - Retraining	Tiburon P.D. (FBI)	Gualco Fred	Patrolman	1 day	der von der son
PSW	С	M	L Squad - Retraining	Tiburon P.D. (FBI)	McVay Michael	Patrolman	1 day	
PSW	С	M	L Squad - Retraining	Tiburon P.D. (FBI)	McHenry James	Patrolman	1 day	
PSW	С	M	L Squad - Retraining	Tiburon P.D. (FBI)	Guido George	Patrolman	1 day	
PSW	С	M	Basic Investigation	College of San Mateo	Zahradnik David	Patrolman	11 weeks	225.00
PSW	С	M	Basic Investigation	College of San Mateo	Srock Steven	Patrolman	11 weeks	ALL 3
PSW	C	M	Basic Investigation	College of San Mateo	Gedney Raymond	Patrolman	11 weeks	MEN
PSW	0	M	Robbery Investigation	San Jose P.D.	Mendiara James	Detective	2 days	25.00
PSW	С	M	Officer Survival	D.C.P.D.	Quinn George	Patrolman	1 day	
PSW	C	M	Officer Survival	D.C.P.D.	Bunch Henry	Patrolman	1 day	
PSW	С	M	Officer Survival	D.C.P.D.	Fuhrman Paul	Patrolman	1 day	
PSW	С	F	Defensive Tactics	D.C.P.D.	Sellai Mary	Jail Tech.	2 hrs.	
PSW	С	F	Defensive Tactics	D.C.P.D.	Carter Connie	Jail Tech.	2 hrs.	
PSW	С	M	Defensive Tactics	D.C.P.D.	Abbott Steven	Jail Tech.	2 hrs.	
PSW	SS	M	Defensive Tactics	D.C.P.D.	Chavez Larry	Jail Tech.	2 hrs.	
PSW	SS	M	Defensive Tactics	D.C.P.D.	Galvez Luis	Jail Tech.	2 hrs.	
PSW	SS	M	Defensive Tactics	D.C.P.D.	Torres Charles	Jail Tech.	2 hrs.	
PSW	C	M	Defensive Tactics	D.C.P.D.	Tromborg Carl	Jail Tech.	2 hrs.	
PSW	C	F	Breathalyzer	Redwood City - Coroner	Sams Nancy	Jail Tech.	1 day	
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Torres Charles	Jail Tech.	1 day	
PSW	C	F	Breathalyzer	Redwood City - Coroner	Glass Mary	Jail Tech.	1 day	
PSW	C	M	Breathalyzer	Redwood City - Coroner	Tromborg Carl	Jail Tech.	1 day	
PSW	C	M	Breathalyzer	Redwood City - Coroner	Cole Ralph	Jail Tech.	1 day	
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Galvez Luis	Jail Tech.	1 day	
PSW	C	M	Breathalyzer	Redwood City - Coroner	Abbott Stephen	Jail Tech.	1 day	ele ess em see
PSW	0	M	Alcoholism	Pyramid Alternatives	Desha Kalahni	Patrolman	3 days	*
O.A.	C	M	FBI - Retraining	Fresno	Hansen David	Chief	1 day	68.20
O.A.	C	M	FBI - Retraining	Fresno	Sims Richard	A/Chief	1 day	ALL 3
TECH	С	M	FBI - Retraining	Fresno	Kolbman John	Sergeant	1 day	MEN
O.C.	C	F	Criminal Statistics	San Mateo PD - CII	Moran Barbara	Clerk	1 day	
PROF	C	M	Speed Reading	IMDI	Culley Thomas	Lieutenant	12 hours	000 mil ma nga
PROF	C	M	Speed Reading	IMDI	Barron James	Lieutenant	12 hrs.	
PROF	SS	M	Speed Reading	IMDI	Guzman Edward	Lieutenant	12 hrs.	me on the de
TECH	С	M	Speed Reading	IMDI	Ingbrigtsen Robert	Sergeant	12 hrs.	
TECH	С	M	Interview - Applicants		Ingbrigtsen Robert	Sergeant	1 day	
PSW	С	M	Intoxilyzer	San Mateo Coroner	Keate, Leslie	Patrolman	1 day	
PSW	С	M	Intoxilyzer	San Mateo Coroner	Ball, James	Patrolman	l day	
PSW	С	M	Intoxilyzer	San Mateo Coroner	Lax, Harry	Detective	1 day	spear blifer rights come.
PSW	С	M	Intoxilyzer	San Mateo Coroner	Holewinske, Fred	Patrolman	1 day	***
PSW	С	M	Intoxilyzer	San Mateo Coroner	Jett, Robert	Patrolman	l day	total time spin spin
PSW	С	M	Intoxilyzer	San Mateo Coroner	DaRoza, Ernie	Patrolman	l day	
							*/	



To:	KEITH	SCHROCK	-	Fire	Dept.	
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From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1.1976 to July 1.1976 for all full-time, permanent employees in your department. Include all types of training including both in-nouse as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
YPE OF TRAINING Ceneral Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING		EEOC CAT,	RACE	SEX
Supression Prevention								
First Aid	D.C.F.D.	ADDIS,R.	Fireman	Ongoing		PSW	Ç	M
tt	11	ALEXANDER	Batt. Chief	11		PROF	¢	М
" Hydraulics	c.s.M.	ANDERSON	Fireman	" 51 Hours	\$10+text	PSW	С	М
11	n	ANGELOT	Eng./Oper.	n		PSW	С	М
. • 11	11	BAKER	Eng./Oper.	n		PSW ·	С	M
II II	11	BARBANICA, R.	Fire Capt.	26 11-11-1	\$140	PROF	С	M
Staff and Command C.P.R. Instr. Course	Ca. State Dept. of Ed. Amer. Heart Assn.	n .	11	36 Hours 9 Hours	Ф140			
, п	н	BASTIAN	Fireman	11		PSW	SS	M
tt .	tt ·	BAZZANO, P.	Fireman	, n		PSW	С	M
Intro. to Fire Science	C.S.M.	II Z	18	51 Hours	\$10+text			
11	H	BEECHER .	Fireman	11		PSW	С	Ŵ
	11	BENSON	Fireman	11	· ·	. PSW	С	М
II .	n	BROOKE, V.	Fire Prev.Capt.	u u		PRØF	С	М.
								1
		120				: .		

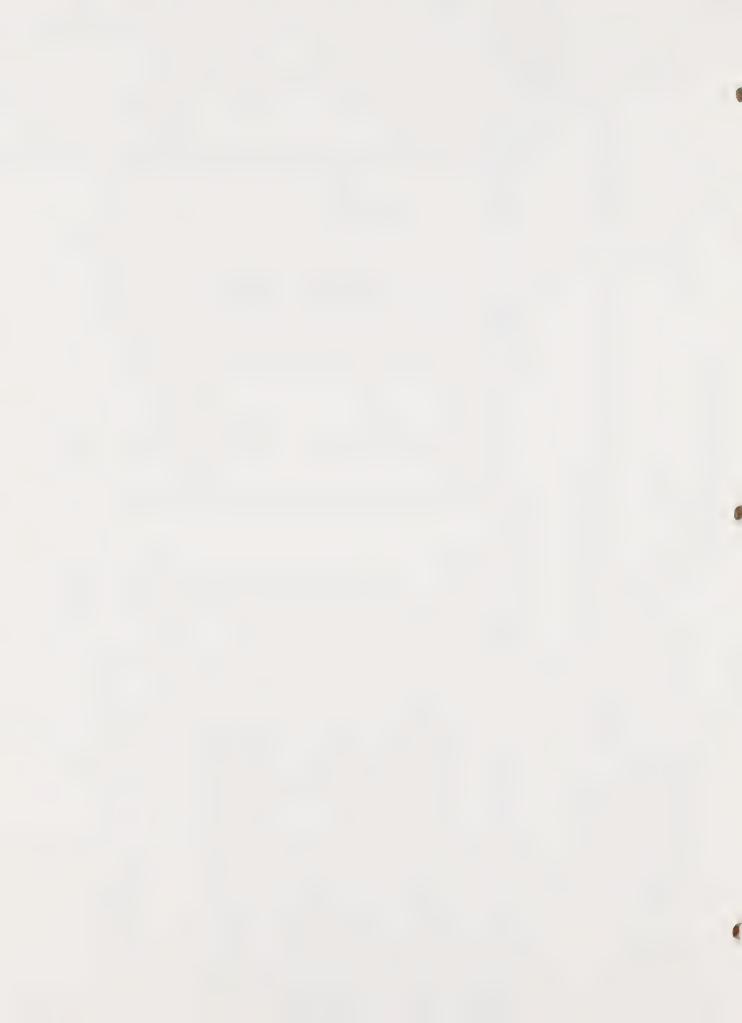


To: KEITH SCHROCK - Fire Dept.

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1.1976 to July 1.1976 for all full-time, permanent employees in your department. Include all types of training Including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT CONTLETE		
YPE OF TRAINING	TRAINING	NAME OF		DURATION OF		EEOC		
General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
(Con't)								
Norcal Meeting	Ca. Fire Chiefs Assn.	BROOKE, V.	Fire Prev.Capt.	7 Hours	\$6	PROF	С	M
Norcal Meeting	Ca. Fire Chiefs Assn.	11	11	7 Hours				
Fire Protect. Seminar	Treasure Island	11	11	7 Hours	\$25			
Arson Sem. Fire Inves.	Ca. State Dept of Indus							
II	Education	11	18	36 Hours	\$150			
Norcal Meeting	Ca. Fire Chiefs Assn.	38	H	7 Hours	\$6			
Fireworks Seminar	Ca. Fire Chiefs Assn.	11	11	7 Hours	\$5			
Norcal Meeting	Ca. Fire Chiefs Assn.	11	11	7 Hours	\$15.85			
Radiological Defense	D.C.F.D.	11	11	2 Hours				
Arson Invest. Seminar	Ca. Fire Chiefs Assn.	11	19	4 Hours	\$5			
Training officers				1				
Meeting	Ca. Fire Chiefs Assn.	11	11	4 Hours				
First Aid	D.C.F.D.	tt .	11	8 Hours	41			
Norcal Meeting	Ca. Fire Chiefs Assn.	11	и, .	7 Hours	\$6			
Arson Invest. Seminar	Ca. Fire Chiefs Assn.	. 11	11	4 Hours	\$2 \$6			
~ Norcal Meeting	Ca. Fire Chiefs Assn.	19		7 Hours	沙口			
11	11	RRUSH	Fire Capt.	11		PROF	С	. M
II	11	CAMPBELL	Fire Capt.	. 11	\$74.64	PROF	С	M
lst. Aid Multi-Media								
Instructors	Ameri. Nation. Red Cros	1)	11	16 Hours				
It		CARMONA	Eng./Oper.	H .		PSW	SS	M
		Ontatomas	maga, -t		:			
				•				
~								
				•				
		121					' .	



To: KEITH SCHROCK	- Fire Dept.
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From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1.1976 to July 1.1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

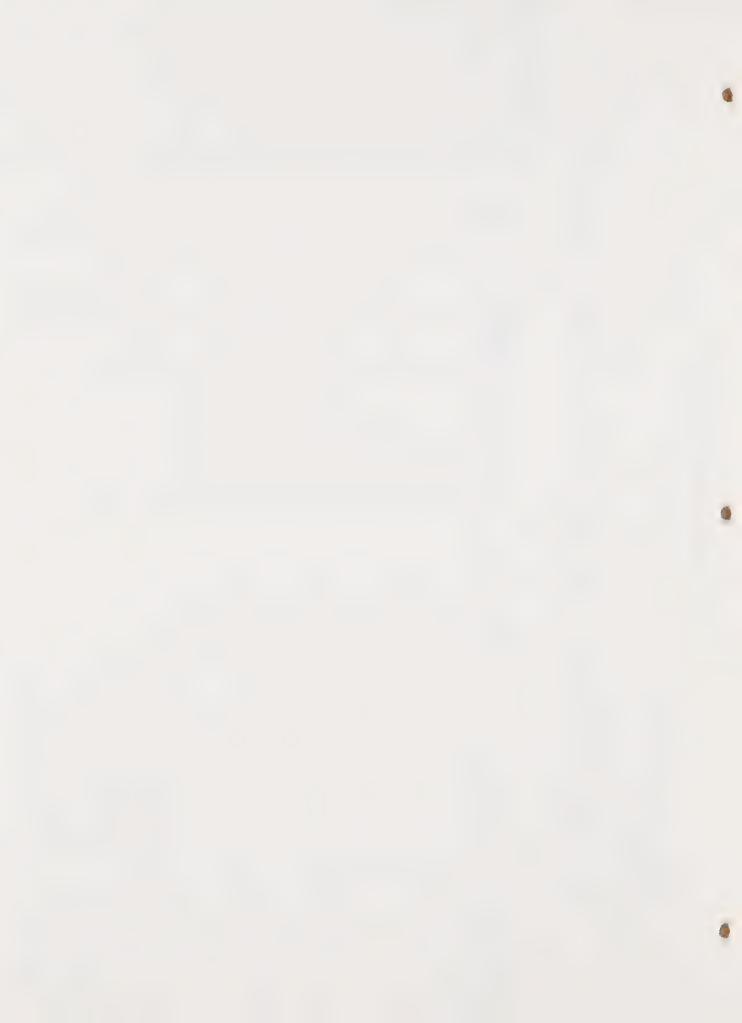
						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE			
PE OF TRAINING	TRAINING	NAME OF	1	DURATION OF	CITY	EEOC		1	
eneral Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX	
(Con't)	n	CASTAGNOLA	Eng./Oper.	, n.		PSW	Ç	М	
a v	ti	CHRISTIAN	Eng./Oper.	11		PROF	Ç	М	
11	H	CHURCH	Batt.Chief	18		PROF	Ç	М	
" Fire Science 48	" C.S.M.	CLARK, N.	Fire Inspec.	" 36 Hours	\$10+text	TECH	С	М	
Bldg.Inspec./Uniform Mech. Norcal Meeting Seminar/Fireworks Seminar/Explosives Struc. Fire Invest. Fire PreventionIII Fire Prev. Enginee.	C.S.M. Ca. Fire Chiefs Assn. Ca. Fire Chiefs Assn. Stanford Univ. Fire D. Brisbane Fire Dept. Ca. State Dept. of Industrial Education	11 11 11 11 11	11 11 11 11 11	51 Hours 7 Hours 7 Hours 7 Hours 7 Hours Hours 40 Hours 7 Hours	\$10+text \$13.80 \$5 \$2 \$177.80 \$25				* * * * * * * * * * * * * * * * * * * *
н	n	COLLIER	Fireman	tt.		PSW	C	· M	
II	11	CONSTANTINOS	Fire Capt.	11	\$74.64	PROF	C	М	
lst. Aid Multi-Med. Instructors Course	Amer. National Red Cros	n .	18	16 Hours		:		•	
" Scott Repair Certi. School	Scott Aviation Corp.	COOK, R.	Fireman "	" 16 Hours		PSW:	¢	M	1
		122					f		1



To:	KEITH	SCHROCK	-	Fire	Dept.
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From: PERSONNEL OFFICE

			ú	>		FOR PERS		
YPE OF TRAINING Ceneral Subject Area	TRAINING	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT,	RACE	SEX
(Con't)	11	CROCKER	Fireman			PSW	С	М
<u></u> 5	11	CUMMINGS	Fireman	11		PSW	C	M
11	11	CUNNEEN	Fireman	11		PSW	С	М
u	11	DEBONO	Eng./Oper.	11		PSW	С	M
11	11	DENATALE	Eng./Oper.	11		PSW	С	M
H	11	DUDLEY	Fireman	11		PSW	С	М
	11	EBERLE	Fireman	11		PSW	С	M
18	и .	FERREL	Eng./Oper.	II		PSW	С	М
	H	GAMMA, R.	Fire Marshall	11		PROF	С	М
Fire Preven. Train.	Ca. State Dept. Of Indu. Education	11	11	4 Hours				:
Fire Preven. Train. Norcal Meeting Norcal Meeting Fireworks Seminar Explosives Seminar Norcal Meeting Norcal Meeting	Ca. State Dept. Of indu. Education Ca. Fire Chiefs Assn. Ca. Fire Chiefs Assn. Stanford University Stanford University Fire Prev.Officers Sec. Fire Prev.Officers Sec.	11 11 11 11 11	u u u u u u Eng./Oper.	4 Hours 7 Hours 7 Hours 7 Hours 7 Hours 7 Hours 7 Hours	\$6 \$5 \$5 \$6 \$6	PSW :	C	M
H	11	HANSON, J.	Eng*/ oper*					



To:	KEITH	SCHROCK	-	Fire	Dept.

From: PERSONNEL OFFICE

			•	•		FOR PERS USE-DO N		
YPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC	- non qui uniqueque terri maini ca-	
General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
(Con't)	н	HANSON,M.	Batt. Chief	11		PROF	С	M
<u>.</u> sc	п	HIRSCH	Fireman	ŧŧ		PSW	¢	M
11	11	HOURIGAN	Eng./Oper.	H		PSW	С	М
11	18	HUBBARD	Eng./Oper.	11		PSW	С	М
11	и	JACOB,J.	Fireman	Н		PSW	С	М
	ti	JACOBS, R.	Eng./Oper.	18		PSW	С	M
11	18	KESSLER .	Fireman	11		PSW	С	M
11	" ,	KLINGER	Fire Capt.	H	\$3732	PROF	C	M
1.18	II	KUCHAC	Eng./Oper.	N		PSW	C	. М : м
88	H	LARSON	Fireman	. "		PSW	С	; M
11	t)	LORIMOR	Eng./Oper.	11		PSW	С	M
11	N .	LYONS .	Eng./Oper.	11		PSW	С	М
. 11	1)	MARTIN	Fire Capt.	Ħ		PROF	С	М
C.P.R. Instr. Course	Amer. Heart Assn.	MAY,D.	Fire Capt.	9 Hours		PROF ,	Ċ.	M
		124						



To:	KEITH	SCHROCK	_	Fire	Dept.
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From: PERSONNEL OFFICE

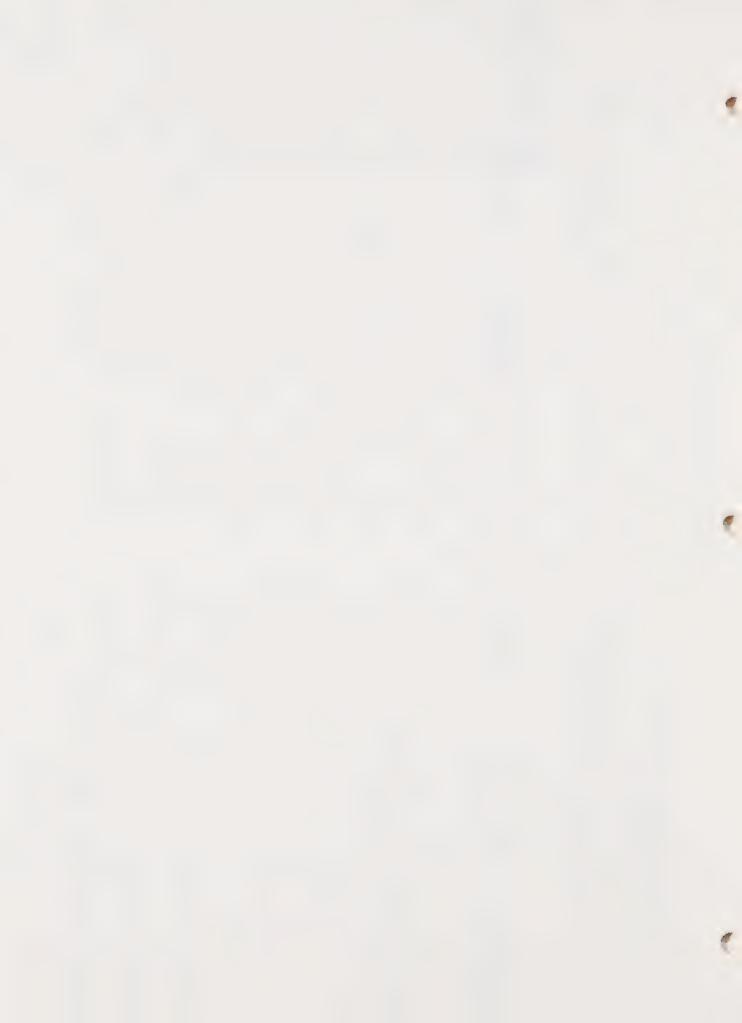
			*			FOR PERC	ONNEL (FFICE
						USE-DO N	OT COM	LETE
YPE OF TRAINING	TRAINING	NAME OF		DURATION OF	-	EEOC		
General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
(Con't)						PROF	С	M
II.	Ħ	MAY, R.	Training Officer	* 11		PROF		101
lst Aid Multi-Media	American National Red		10	7/ 11				
	Cross	11	11	16 Hours				
C.P.R. Instr. Course	Amer. Heart Assn.	46	"	9 Hours				
Training Officer Fire	Ca. State Dept. of	11	11	36 Hours	\$147			
Instructors Academy	Industrial Education	"		yo nours	4) 141	ţ		
Training Officer	S.M. Co. Train. Officer	11	11	36 Hours	\$6			
	Assn.			JO HOULD	40			
Training Officer	No. Ca. Train. Officers	11	11	24 Hours	\$6			
	Assn.							
11	11	MERLO	Fire Capt.	11	\$134.64	PROF	С	М
lst Aid Mult-Media		11011110				- 10,01		
Instructors Course	Amer. Nation. Red Cross	11	11	16 Hours				
Instructors course	Milet. Madron, 166 or or		,	·				
12	11	MODGLIN	Eng./Oper.	19		PSW	C	M
					,			
H	11	NELSON, J.	Fireman	11		PSW	C	M
C.P.R. Instr. Course	Amer. Heart Assn.	. #	11	9 Hours				:
	·			,		- alu		
18	it .	NELSON, M.	Fireman	. 11		PSW	C	М
			- 10	11		now	C	М
II .	11	O'CONNOR .	Eng./Oper.			PSW		IVI
			T3.			PSW	C	М
, #	11	O'DONNELL	Fireman	51 Hours	\$10+text			141
Intro. to Fire Sci.	C.S.M.	11	11	51 Hours	\$10+text			
Hydraulics	C.S.M.	"		of hours	φ10.00π			
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		125						
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To:	KEITH	SCHROCK	_	Fire	Dept.
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From: PERSONNEL OFFICE

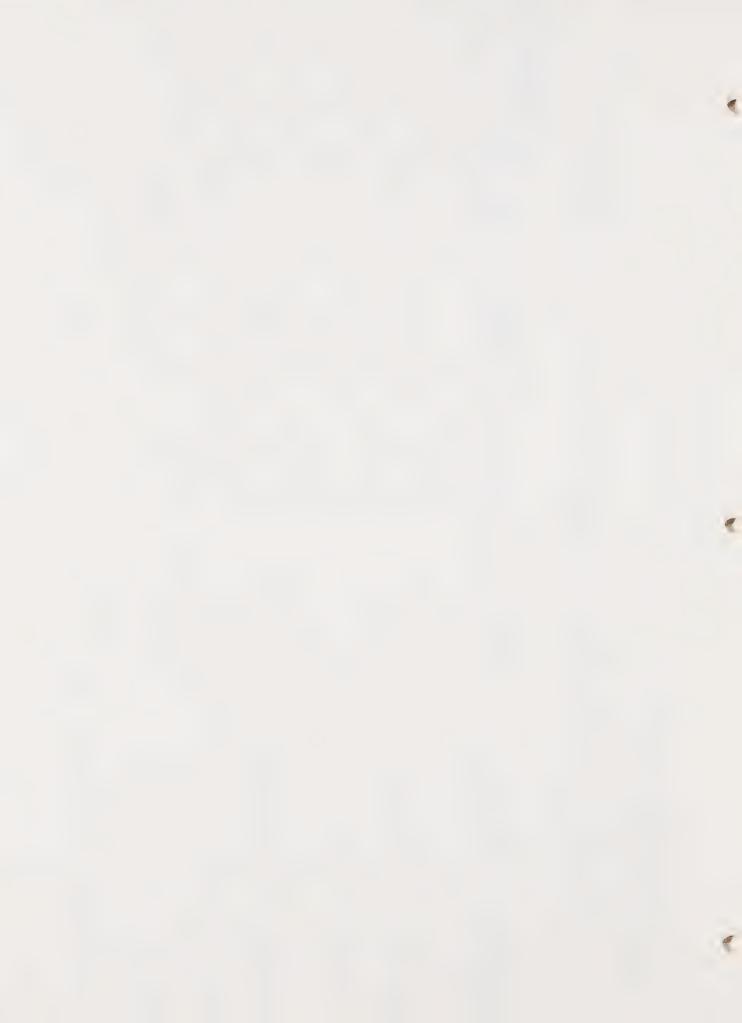
				•	•		FOR PERS		
YPE OF TRAINING	TRAINING	NAME OF			DURATION OF	CITY	EEOC		
General Subject Area)	INSTITUTION	PARTICIPANT		TITLE	TRAINING	COST	CAT.	RACE	SEX
(Con't)	19	ORES		Fireman			PSW	С	М
C.P.R. Inst. Course	u Amer. Heart Assn.	ORLOFF		Fire Capt.	9 Hours		PROF	С	M
Staff in Command Sch.	Ca State Dept of Indus. Education	11		H ,	36 Hours	\$140	:		
II	11	PANELLIS		Eng./Oper.	11		PSW	С	M
п	H	PADREDDII		Eng./Oper.	11		PSW	С	M
	II .	PETERSON, C.		Fireman	11		PSW ·	С	М
tt		POULOS		Eng./Oper.	19		PSW	С	M
H CONTRACTOR OF THE CONTRACTOR	H C O M	POWELL		Fireman	51 Hours	\$10+text	PSW	C	M
Hazardoùs Material I	C.S.M.	.,)1 hours	\$10+06X0			
" Scott Repair Cert.Sch	u Scott Aviation Corp.	PROIETTE		Fireman	16 Hours		PSW	С	: M
. 11	11	RAYMOND		Eng./Oper.	11		PSW	C	М
Building Construction Emergency Rescue	Santa Rosa Jr. College Santa Rosa Jr. College	. 11		H	51 Hours 51 Hours	\$10+text \$10+text		ζ.	
п	11	RECASENS		Eng./Oper.	11		PSW	6	M
	,					A STATE			
			126						



To: KEITH SCHROCK - Fire Dept.

From: PERSONNEL OFFICE

			•	•		FOR PERS		
YPE OF TRAINING General Subject Area)	TRAIHING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING		EEOC CAT,	RACE	SEX
(Con't)	H	REGAN	Eng./Oper.	. 11		PSW	С	M
"Fire Science	" College/Marin	RINGSEIS	Fireman	" 51 Hours	\$10+text	PSW	C	M
"C.P.R. Instr.Course	u Amer. Heart Assn.	RIVERA	Fire Capt.	9 Hours		PROF	SS	М
н	H	ROSE	Fireman	11		PSW	С	М
" C.P.R. Instr.Course Scott Repair Cert.Sch	" Amer. Heart Assn. Scott Aviation Corp.	ROWLANDS, J.	Eng./Oper.	9 Hours 16 Hours		PSW	С	M
" Instr. Training II	u C.S.M.	ROY,J.	Batt. Chief	51 Hours	\$10+text	PROF	С	M
Phyics 10 Math 6	C.S.M. Skyline	SCHEONSTEIN,K.	Fireman "	51 Hours	\$10+text \$10+text	PSW	С	M ,
lst Aid Multi-Media Instructors Course	Amer. Nation. Red Cross	SCIARONI,M.	Fire Capt.	16 Hours	\$134.64	PROF	С	M
					·		,	
		127			·		1.	



To: KEITH SCHROCK - Fire Dept.	
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From: PERSONNEL OFFICE

			•	•		FOR PERS		
YPE OF TRAINING	TRAINING	NAME OF		DURATION OF	CITY	EEOC	- de-contractor-ten markets	
General Subject Area)	INSTITUTION	PARTICIPANT	TITLE	TRAINING	COST	CAT.	RACE	SEX
(Con't)								
11	11	SHEA	Fireman	0		PSW	C	M
Codes & Ordinance	San Jose City College	19	11	51 Hours	\$10+text			
Com, Organ. & Proced.	San Jose City College	11	11	51 Hours	\$10+text			
Hazardous Materials	San Jose City College	11	H H	51 Hours	\$10+text			
To the state of th						7.00	0.0	
11	19	VALDEZ	Eng./Oper.	11		PSW	SS	M
					41	PROF	C	M
11	11	VERDUCCI, R.	Fire Capt.	11	\$49.76	PROF	C	171
Language Arts 5TG	Los Medanos	11	11 .	51 Hours	\$10+text			
Language Arts 1TG	Los Medanos	11	"	51 Hours	\$10+text			
Physical Science 5TG	Los Medanos	**	"	51 Hours	\$10+text			
Physical Science 5TG	Los Medanos	**	"	51 Hours	\$10+text			
Social Science 1TG	Los Medanos	"	, ,,	51 Hours	\$10+text			
lst Aid Multi-Media	A	11	11	16 Hours				
Instructors Course	Amer. National Red Crs	"		To nours				
	11	VICKERY	Fireman	11		PSW	C	M
·		(20111161	1 21 01.001					
H	11	WALTHER	Fireman	. 11		PSW	C	. M
	·			,		Today.	С	M
11	11	WEBBER	Fireman	. "		PSW	U	IVI
11	"	WINTERS, J.	Fire Capt.	11		PROF	AI	M
	Amer. Heart Assn.	WINIERO, O.	II Capo	9 Hours				,
C.P.R. Instr.Course Scott Repair Cert.Sch	Scott Aviation Corp.	II.	п	16 Hours				
BCock Repair Cerc. Scil	Scott Aviation corp.		,		•			
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		128				! .	1.	,



Requirement: Identify the size of female unemployment force in the labor

area surrounding the facility.

The female unemployment force in the Bay Area Counties area is 32,016 or 6.0% of total female labor force. Data:

Source: State of California

Employment Development Department

November, 1975



Requirements: Identify and compare female work force with total labor force

in the S.M.S.A.

Data: Table VI presents census data comparing female labor force

with total labor force in the Bay Area.

TABLE VI

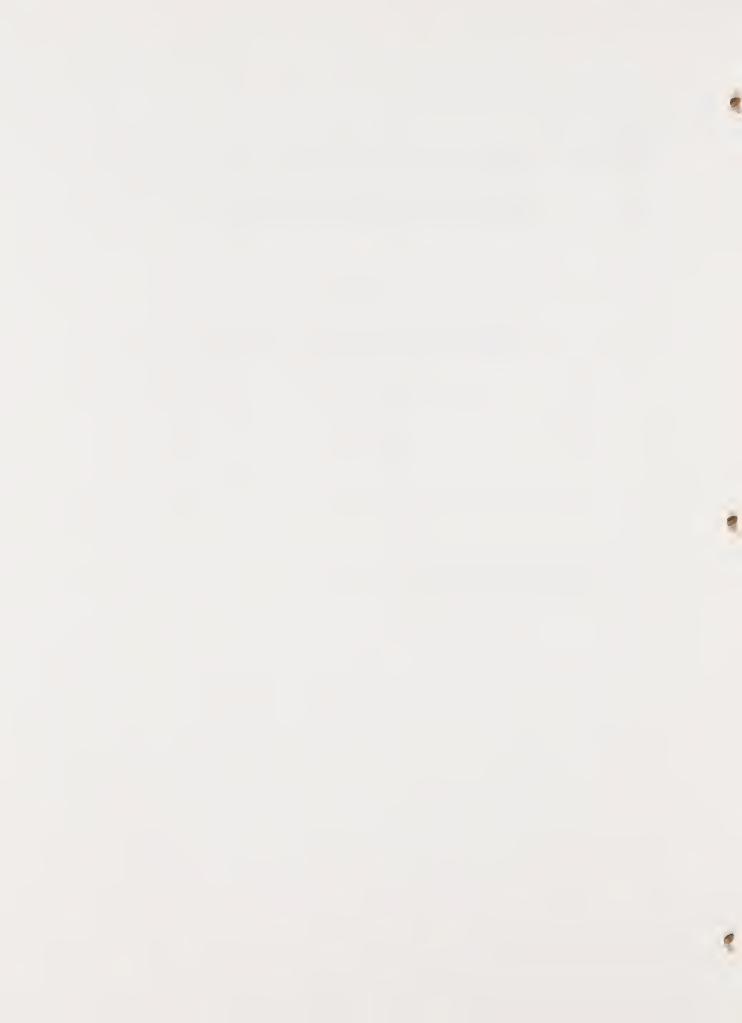
Comparison Female Labor Force/Total Labor Force

Sex	Labor Force	Percent Labor Force
Female	530,677	38.4%
Male	850,827	61.6%
Total Labor Force	1,381,504	100%

Source: State of California

Employment Development Department

November, 1975



Requirement: Identify general availability of females having requisite

skills and seeking employment in the immediate labor area.

Data: Table VII presents census data regarding the availability

of females in the labor force having requisite skills in the

Bay Area.

TABLE VII

Availability of Females in the Labor Force Possessing Requisite Skills

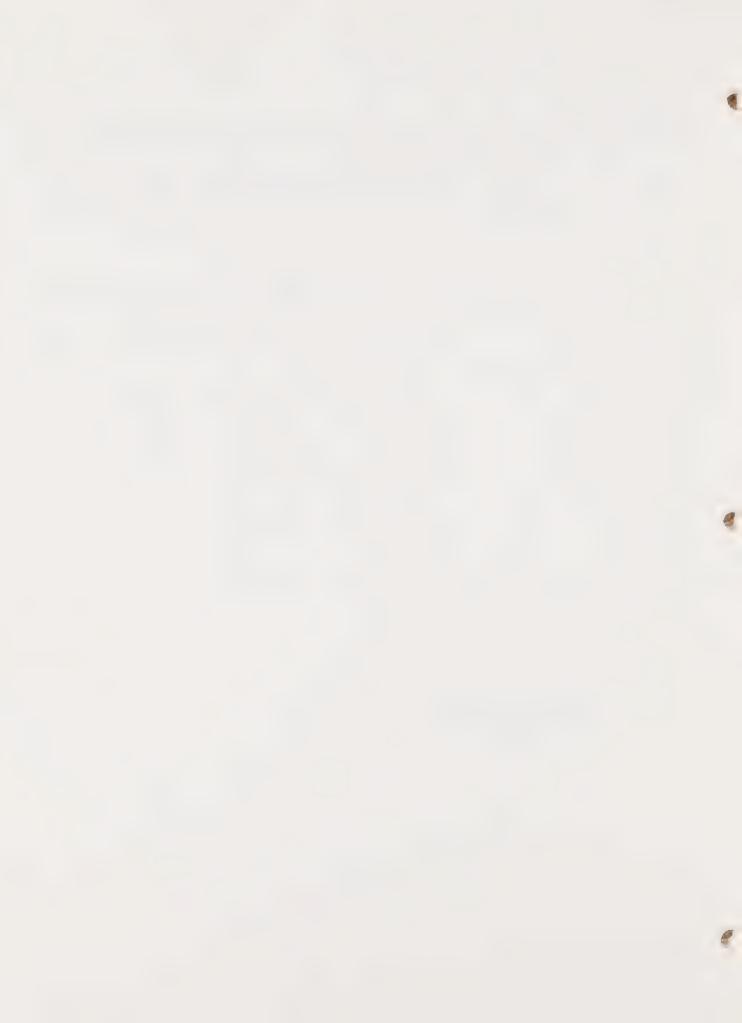
Occupation	Caucasian	Black	Spanish Surname	<u>Other</u>
Professional, Managerial Technical	2,825 (10.8)	345 (1.3%)	240 (.9)	145 (.6%)
Sales Workers	1,908 (7.3%)	243 (.9%)	238 (.9%)	77 (.3%)
Clerical Workers	7,178 (27%)	1,513 (5.8%)	896 (3.4%)	400 (1.5%)
Craft Workers	334 (1.3%)	62 (.2%)	82 (.3%)	49 (.2%)
Operatives	2,083 (7.9%)	1,003 (3.8%)	1,272 (4.8%)	352 (1.3%)
Laborers	183 (.7%)	71 (.3%)	44 (.2%)	9 (.03%)
Service Workers	2,753 (10.5%)	1,089 (4.1%)	608 (2.3%)	246 (.9%)

Total Unemployed Females: 26,248

Source: State of California

Employment Development Department

November, 1975



Requirement: Identify the availability of promotable and transferable

females within the City's organization.

Promotions:

Promotions in the Classified Service are based upon competitive examinations and records of efficiency, character, conduct or any other generally accepted qualification deemed necessary or reliable in obtaining a passing grade. Any qualified employee in the City may apply for a promotional examination. Promotability of such person is based upon the aforementioned factors, and irrespective of race, religion, national origin, age, sex, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect on the job performance.

Transfers

An employee holding a Classified position may temporarily be assigned the duties of another position for a period not to exceed six months in any one fiscal year. No person shall be transferred to a position for which he or she does not possess the minimum qualifications.



ITEM 13-14

Requirement: Identify the existence of training institutions capable of

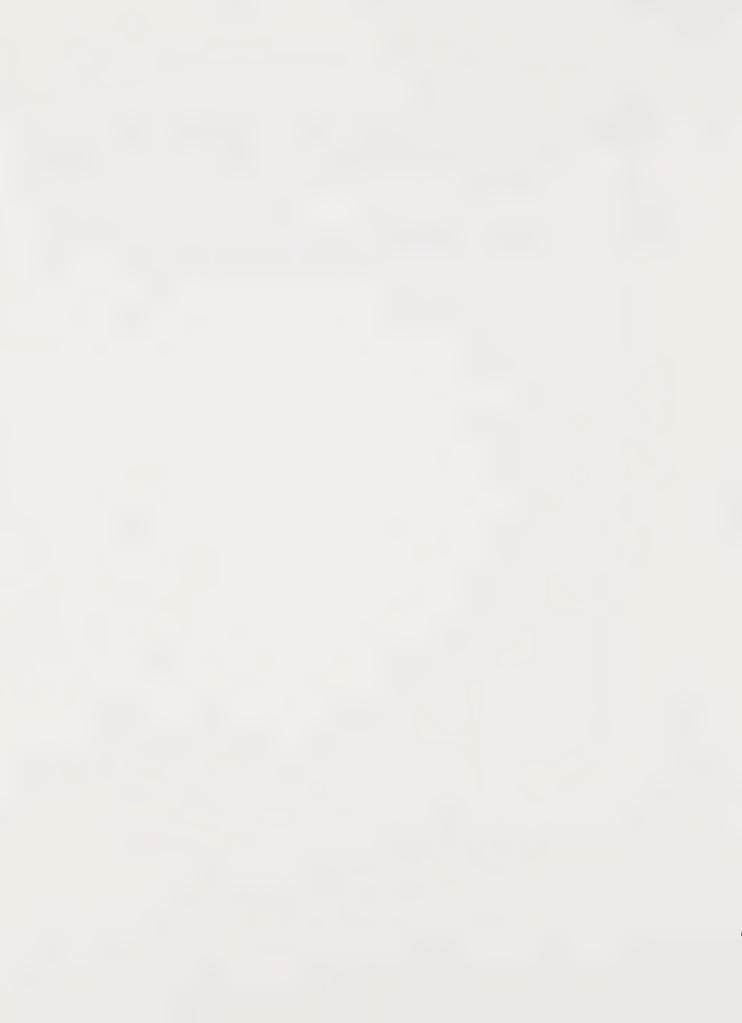
training persons in necessary requisite skills by job group, and indicate the degree of training which the City is reasonably able to undertake as a means of making all job groups available

to females.

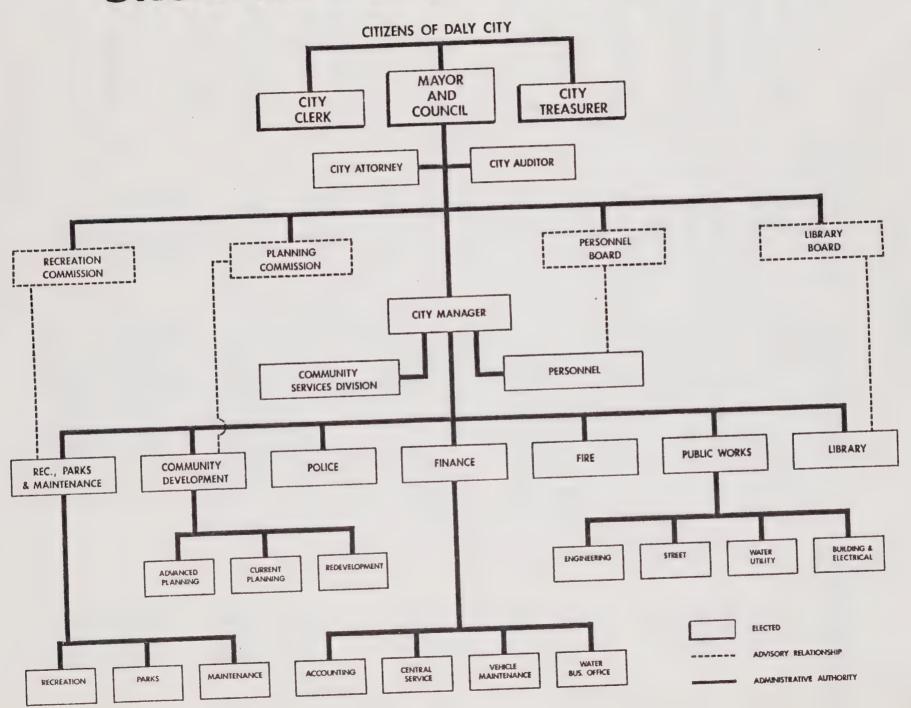
Data: See Items 7 and 8 for: (1) general training programs,

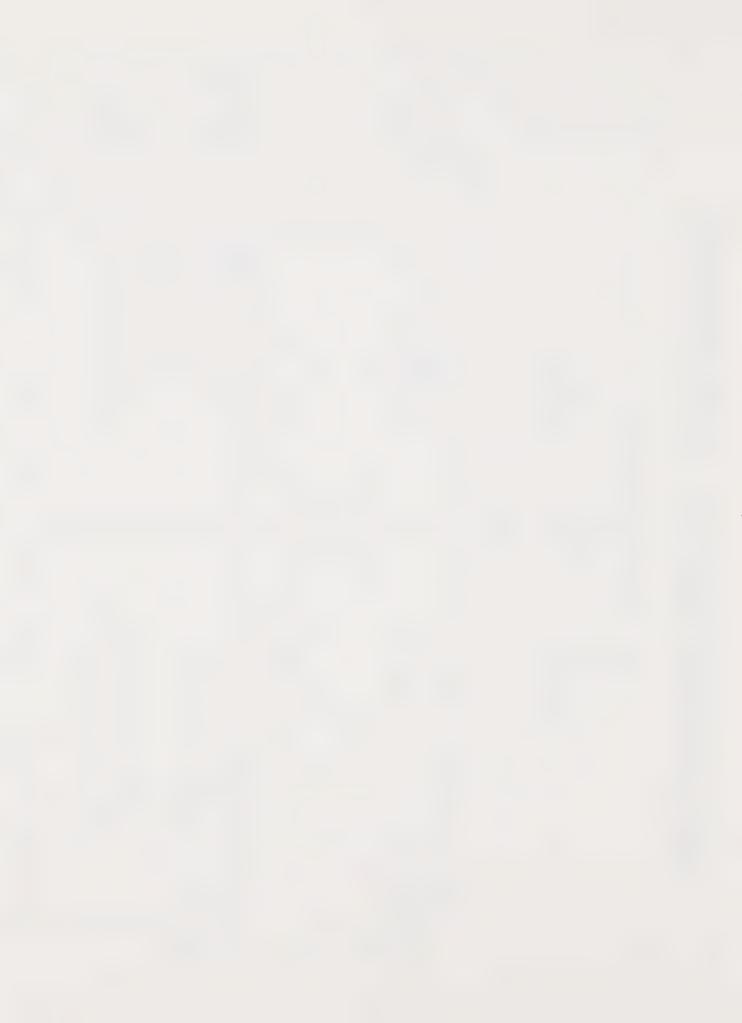
(2) training institutions utilized by the City of Daly City,

and (3) training activity summaries by department.



ORGANIZATIONAL STRUCTURE



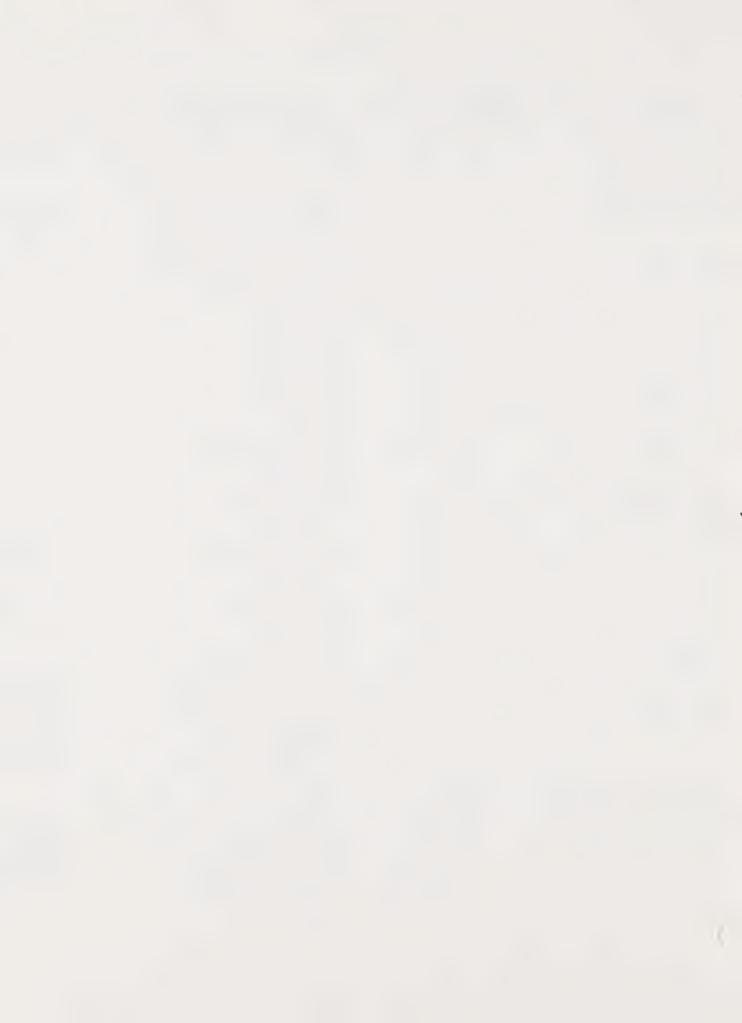


LINES OF PROGRESSION

-)			
Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76 Salary Range Per Mo.
Administrative Intern	\$ 714-822	Administrative Trainee	\$ 783-823
Library Assistant	714-822	Library Assistant Trainee	473-497
Junior Engineering Aide	714-822	Engineering Aide Trainee	610-640
Typist Clerk I	729-843	Typist Clerk Trainee	473-497
Secretary I	744-858	Entry Level	
Telephone Operator Clerk	763-877	Entry Level	
Account Clerk I	801-922	Account Clerk Trainee	531-558
Library Assistant II	801-922	 Library Assistant Trainee Library Assistant I 	- 473-497 714-822
Typist Clerk II	801-922	 Typist Clerk Trainee Typist Clerk I 	473 - 497 729 - 843
Secretary II	843-963	Secretary I	744-858
Administrative Intern II	843-963	 Administrative Trainee Administrative Intern I 	783-823 714-822
Planning Intern	843-963	Entry Level	
Community Service Center Representative	843-963	Entry Level	
Account Clerk II	858-983	1. Account Clerk Trainee 2. Account Clerk I	531 - 558 801 - 922
Typist Clerk III	858-983	 Typist Clerk Trainee Typist Clerk I Typist Clerk II 	473-497 729-843 801-922
Community Center Coordinator	858-983	Entry Level	
Custodian	897-1029	Custodian Trainee	594-624
Personnel Secretary	919-1056	Secretary I	744-858
Library Assistant III	919-1056	 Library Assistant Trainee Library Assistant I Library Assistant II 	473-497 714-822 801-922

			ľ.

<u>Position</u>	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76) Salary Range Per Mo.
Engineering Aide I	\$ 919-1056	Engineering Aide Trainee	\$ 610-640
Utility Worker	919-1056	Utility Worker Trainee	594-624
Account Clerk III	943-1077	 Account Clerk Trainee Account Clerk I Account Clerk II 	531-558 801-922 858-983
Garage Technician	943-1077	Garage Technician Trainee	626-656
Secretary III	964-1102	 Secretary I Secretary II 	744-858 843-963
Central Service Technici	an 964-1102	Entry Level	
Meter Reader	964-1102	Entry Level	
Building Maintenance Wor	ker 982-1131	Entry Level	
Groundskeeper-Gardener	982-1131	 Utility Worker Trainee Utility Worker 	594-624 919-1056
Street Maintenance Works	er 982-1131	 Utility Worker Trainee Utility Worker 	594-624 919-1056
Mechanic's Helper	1006-1160	 Garage Technician Trainee Garage Technician 	626-656 943-1077
Water Maintenance Worker	1006-1160	 Utility Worker Trainee Utility Worker 	594-624 919-1056
Street Painter	1029-1181	Entry Level	
Engineering Aide II	1056-1212	 Engineering Aide Trainee Engineering Aide I 	610-640 919-1056
Supervising Account Cler	rk 1056-1212	 Account Clerk Trainee Account Clerk I Account Clerk II Account Clerk III 	531-558 801-922 858-983 943-1077
Water Meter Repair Works	er 1056-1212	Entry Level	
Accounting Technician	1102-1268	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III	531-558 801-922 858-983 943-1077



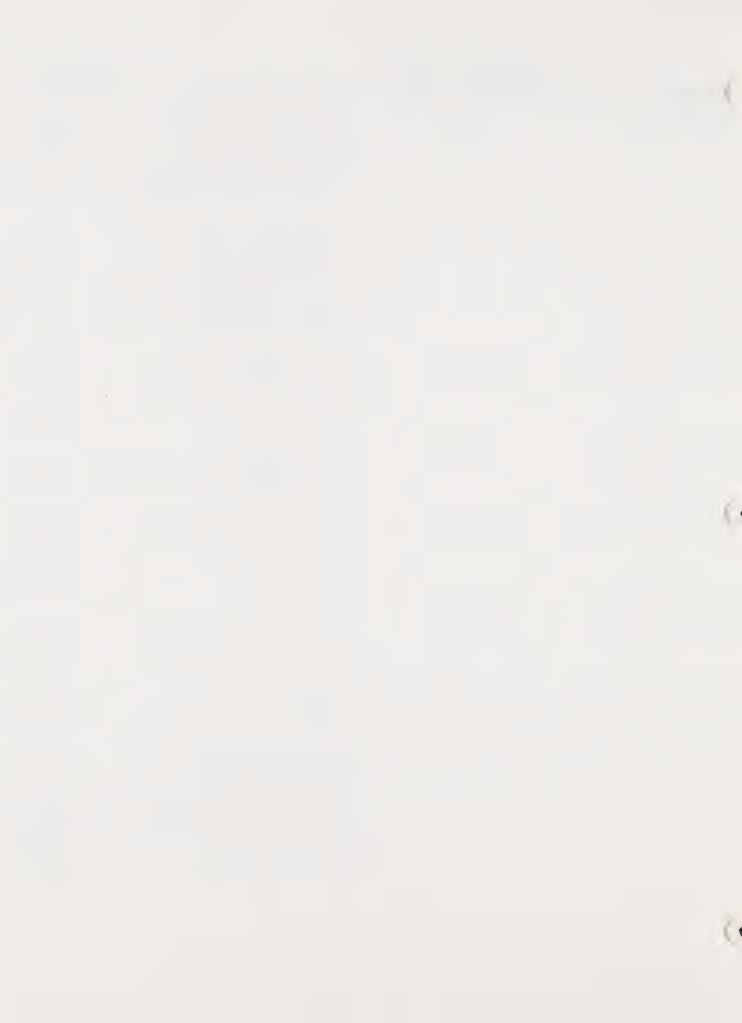
9) Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76) Salary Range Per Mo.
Equipment Operator	\$ 1077-1239	1. Utility Worker Trainee 2. Utility Worker	\$ 593-624 919-1056
Librarian I	1077-1239	Entry Level	
Water Operator	1102-1268	Entry Level	
Junior Engineering Technician	1160-1329	 Engineering Aide Trainee Engineering Aide I Engineering Aide II 	610-640 919-1056 1056-1212
Mechanic	1160-1329	 Garage Technician Trainee Garage Technician Mechanic's Helper 	626-656 943-1077 1006-1160
Senior Building Mainten Worker	ance 1160-1329	Building Maintenance Worker	982-1131
Street & Maintenance Painter	1160-1329	Street Painter	1029-1181
Librarian II	1160-1329	Librarian I	1077-1239
Juter Maintenance Leade	r 1160-1329	Water Maintenance Worker	1006-1160
Lead Groundskeeper Gard	ener 1181-1361	 Utility Worker Trainee Utility Worker Groundskeeper-Gardener 	594-624 919-1056 982-1131
Central Service Supervi	sor 1212-1395	Central Service Technician	964-1102
Assistant Planner	1212-1395	Planning Intern	843-963
Engineering Technician	1239-1426	 Engineering Aide Trainee Engineering Aide I Engineering Aide II Junior Engineering Technic 	610-640 919-1056 1056-1212 cian 1160-1329
Purchasing Agent	1239-1426	Entry Level	
Administrative Secretar	y 1267-1460	 Secretary I Secretary II Secretary III 	744-858 843-963 964-1102
Chief Mechanic	1267-1460	 Garage Technician Trainee Garage Technician Mechanic's Helper Mechanic 	626-656 943-1077 1006-1160 1160-1329



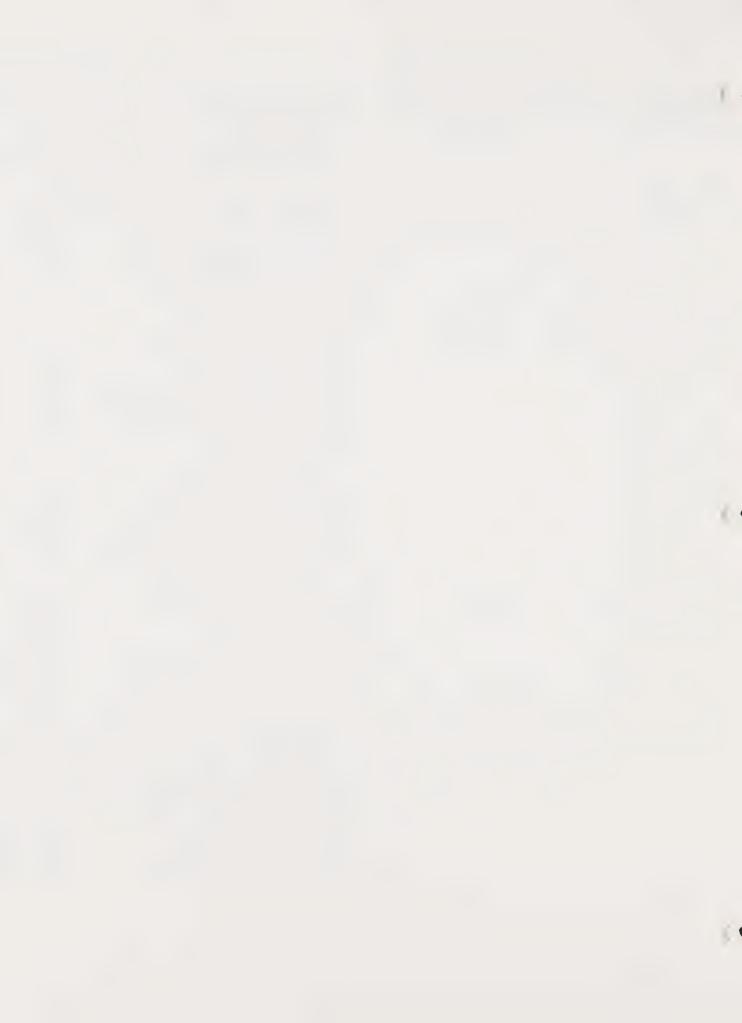
Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76) Salary Range Per Mo.
Librarian III	\$ 1267-1460	1. Librarian I 2. Librarian II	\$ 1077-1239 1160-1329
Water Maintenance Forem	nan 1267-1460	 Utility Worker Trainee Utility Worker Water Maintenance Worker Water Maintenance Leader 	594-624 919-1056 1006-1160 1160-1329
Water Operations Forema	n 1267-1460	Water Operator	1102-1268
Street Foreman	1297-1494	 Utility Worker Trainee Utility Worker Street Maintenance Worker Equipment Operator 	524-624 919-1056 982-1131 1077-1239
Community Service Cente Supervisor	r 1297-1494	Community Service Center Representative	843-963
Assistant Personnel Off	icer 1297-1494	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II	783-823 714-822 843-963
Recreation Supervisor	1297-1494	Entry Level	
Associate Planner	1329-1529	 Planning Intern Assistant Planner 	843-963 1212-1395
Electrician Inspector	1361-1564	Entry Level	
Electronics Technician	1361-1564	Entry Level	
Maintenance Foreman	1361-1564	 Building Maintenance Worke Senior Building Maintenan Worker 	
Senior Engineering Technician	1361-1564	 Engineering Aide Trainee Engineering Aide I Engineering Aide II Junior Engineering Technic Engineering Technician 	610-640 919-1056 1056-1212 cian 1160-1329 1239-1426
Park Foreman	1361-1564	 Utility Worker Trainee Utility Worker Groundskeeper-Gardener Lead Groundskeeper-Gardene 	594-624 919-1056 982-1131 er 1181-1361



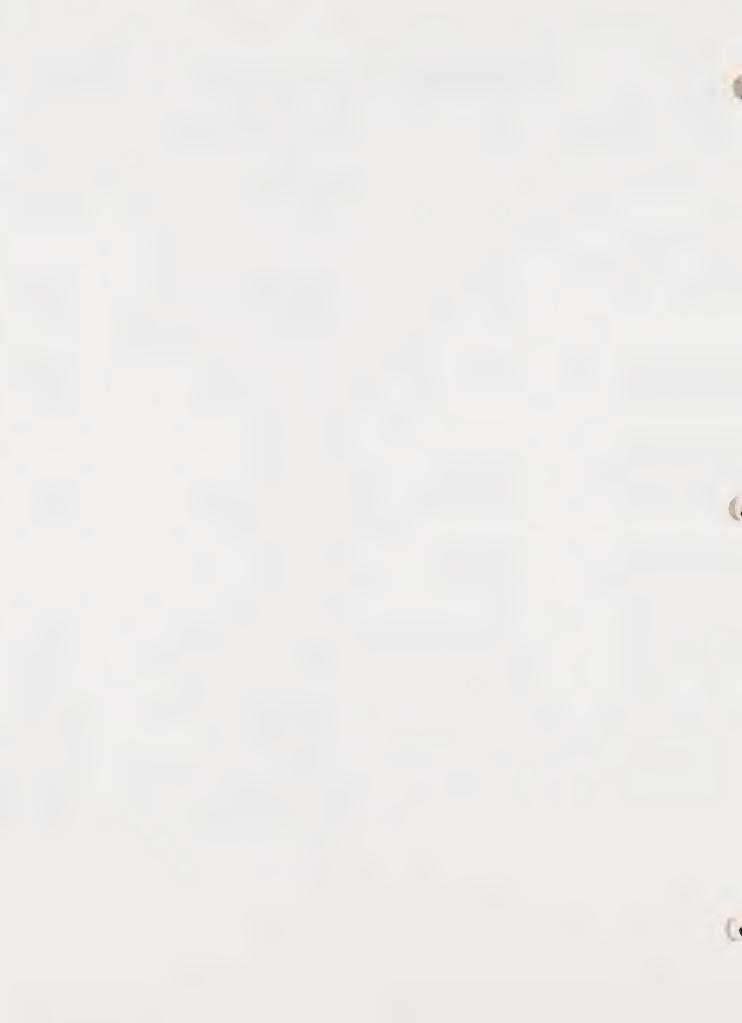
● Position	(Effective 7/1/76) Salary Range Per Mo.		ective 7/1/76) ry Range Per Mo.
Civil Engineer I	\$ 1395-1605	 Engineering Aide Trainee Engineering Aide I Engineering Aide II Junior Engineering Technician Engineering Technician Senior Engineering Technician 	\$ 610-640 919-1056 1056-1212 1160-1329 1239-1426 1361-1564
Civil Engineer II	1529-1766	 Engineering Aide Trainee Engineering Aide I Engineering Aide II Junior Engineering Technician Engineering Technician Senior Engineering Technician Civil Engineer I 	610-640 919-1056 1056-1212 1160-1329 1239-1426 1361-1564 1395-1605
Public Works Supervison	1564-1804	 Utility Worker Trainee Utility Worker Street Maintenance Worker Equipment Operator Street Foreman 	594-624 919-1056 982-1131 1077-1239 1297-1494
Chief Building Inspect	or 1564-1804	 Building Maintenance Worker Senior Building Maintenance Wk Building Inspector 	
otor Vehicle Supervis	or 1605-1849	 Garage Technician Trainee Garage Technician Mechanic's Helper Mechanic Chief Mechanic 	626-656 943-1077 1006-1160 1160-1329 1267-1460
Chief Electrician	1605-1849	 Utility Worker Trainee Utility Worker Electronics Technician Electrician-Inspector 	594-624 919-1056 1361-1564 1361-1564
Water Superintendent	1605-1849	 Water Operator Water Operations Foreman 	1102-1268 1267-1460
Associate Civil Enginee	r 1643-1892	1. Engineering Aide Trainee 2. Engineering Aire I 3. Engineering Aide II 4. Junior Engineering Technician 5. Engineering Technician 6. Senior Engineering Technician 7. Civil Engineer I 8. Civil Engineer II	1239-1426



9 Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76 Salary Range Per Mo.
City Planner	\$ 1684-1936	1. Planning Intern 2. Assistant Planner 3. Associate Planner	\$ 843-963 1212-1395 1329-1529
Assistant Director of Finance	1684-1936	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III 5. Supervising Account Clerk 6. Accounting Technician	531-558 801-922 858-983 943-1077 1056-1212 1102-1268
Recreation Superintende	nt 1722-1984	Recreation Supervisor	1297-1494
Assistant City Engineer	1849-2132	 Engineering Aide Trainee Engineering Aide I Engineering Aide II Junior Engineering Technic Engineering Technician Senior Engineering Technic Civil Engineer I Civil Engineer II 	919-1056 1056-1212 ian 1160-1329 1239-1426
City Manager	3234	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II 4. Assistant Personnel Office 5. Assistant to the City Mana 6. Assistant City Manager	843-963 r 1297-1395
Director of Finance	2450	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III 5. Supervising Account Clerk 6. Accounting Technician 7. Assistant Director of Fina	531-558 801-922 858-983 943-1077 1056-1212 1102-1212 nce 1684-1936
City Engineer	2450	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II 4. Junior Engineering Technic 5. Engineering Technician 6. Senior Engineering Technic 7. Civil Engineer I 8. Civil Engineer II 9. Associate Civil Engineer 10. Assistant City Engineer	1239-1426



Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76) Salary Range Per Mo
Director of Recreation Parks & Maintenance	\$ 2450	 Recreation Supervisor Recreation Superintendent 	\$ 1297-1494 1772-1984
City Librarian	2350	 Librarian I Librarian II Librarian III 	1077-1239 1160-1329 1267-1460
City Attorney	2100	Entry Level	
Assistant City Manager	2350	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II 4. Assistant Personnel Officer 5. Assistant to the City Manage	
Director of Community Development	2200	 Planning Intern Assistant Planner Associate Planner City Planner 	843-963 1212-1395 1329-1529 1684-1936
Staff Secretary, Redevelopment Agency	801-922	Secretary I	744-858
₹ ssociate Planner	1329-1529	 Planning Intern Assistant Planner 	843-963 1212-1395
Police Dispatcher	963-1144	Entry Level	
Police Technician- Property Clerk	971-1154	Entry Level	
Police Officer	1208-1433	Police Assistant Trainee	630-662
Police Sergeant	1381-1619	 Police Assistant Trainee Police Officer 	630-662 1208-1433
Police Lieutenant	1561-1829	 Police Assistant Trainee Police Officer Police Sergeant 	630-662 1208-1433 1381-1619
Police Captain	1748-2048	 Police Assistant Trainee Police Officer Police Sergeant Police Lieutenant 	630-662 1208-1433 1381-1619 1561-1829



Position	(Effective 7/1/76) Salary Range Per Mo.	Entry Level Position	(Effective 7/1/76) Salary Range Per Mo.
Assistant Chief of Pol	ice \$ 2304	 Police Assistant Trainee Police Officer Police Sergeant Police Lieutenant Police Captain 	\$ 630-662 1208-1433 1381-1619 1561-1829 1748-2048
Chief of Police	2550	 Police Assistant Trainee Police Officer Police Sergeant Police Lieutenant Police Captain Assistant Chief of Police 	630-662 1208-1433 1381-1619 1561-1829 1748-2048 2304
Fire Dispatcher Clerk	924-1082	Entry Level	
Firefighter	118 4-136 6	Entry Level	1184-1366
Fire Engineer Operator	1409	Firefighter	1184-1366
Fire Inspector	1288-1490	Firefighter	1184-1366
Fire Captain	1400-1612	Firefighter	1184-1366
Fire Marshal	1628-1876	Firefighter	1184-1366
Fire Training Officer	1628-1876	 Firefighter Fire Captain 	1184-1366 1400-1612
Battalion Chief	1666-1920	 Firefighter Fire Captain 	1184-1366 1400-1612
Assistant Fire Chief	2200	 Firefighter Fire Captain Battalion Chief 	1184-1366 1400-1612 1666-1920
Fire Chief	2530	 Firefighter Fire Captain Battalion Chief Assistant Fire Chief 	1184-1366 1400-1612 1666-1920 2200

X.

DEVELOPMENT OR REAFFIRMATION OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. Section 60-2.20

The policy of the City of Daly City as an Equal Opportunity Employer is to recruit, hire, train and promote employees regardless of age, sex, race, religion, national origin, or socio-economic level.

In order to guide future employment decisions toward achieving this goal, the City of Daly City is committed to a plan of Affirmative Action.

Affirmative Action is an intense results-oriented plan designed to successfully increase employment and promotional opportunities for minorities, women and disadvantaged persons.

Affirmative Action goals have been established in order to make certain that equal employment opportunity continues in practice, as well as in policy. These goals include:

- 1. The recruitment, selection and appointment of capable persons available for all positions.
- 2. A personnel system that guarantees an honest and fair processing of the rights, desires and needs of the City and its employees.
- 3. Equal opportunity in all aspects of recruitment, selection, appointment and continuing employment.

To insure that the aforementioned goals are met, the following action steps have been approved by the Personnel Board and the City Council.

- 1. An active community out-reach program to include all segments of the community.
- 2. Advertising employment opportunities in the minority media.
- 3. All documents regarding employment opportunity will emphasize that the City is an "Equal Opportunity Employer."
- 4. Special limited tenure, non-Civil Service trainee positions have been established as follows for a number of entrance level classes:

Account Clerk Trainee
Administrative Trainee
Engineering Aide Trainee
Garage Service Technician Trainee
Library Assistant Trainee
Utility Worker Trainee
Custodian Trainee
Typist Clerk Trainee



Persons employed as trainees will receive on-the-job training in the job class to which they are assigned, as well as training in how to take written examinations. This training period for each trainee will cover a period not to exceed 18 months. Persons appointed to trainee-level positions will be required to satisfactorily meet the requirements of Civil Service before they can be considered for selection to a permanent position within the classified service.

- 5. Written and oral examinations will continue to be required for all positions under Civil Service.
- 6. Review all entrance level duty statements in terms of education and experience to determine if they are related to, and appropriate for the scope of duties performed.
- 7. Wherever possible, examinations will be utilized which have been tested to eliminate "cultural bias."
- 8. Continue the use of at least one minority member on oral interview boards whenever possible.
- 9. To insure that all interested persons can obtain applications, requests can be made by telephone, by mail or by personal contact with the Personnel Office. Open examinations will be given during the evening and/or weekend hours whenever possible.
- 10. All Selection Procedures shall conform to Equal Employment Opportunities Commission, Office of Federal Contract Compliance, and Fair Employment Practice Commission Employee Selection Guidelines.
- II. Section 60-2.21
- A. Internal Dissemination of the Policy
 - 1. Management Employees
 - A. Discussions of Affirmative Action Policy intent and effectiveness, and individual responsibility for implementation of the program have been discussed, and will continue to be discussed, at Department Head meetings.
 - B. Meetings with Department Heads will be held, on an individual basis, to assist in the identification of departmental areas of underutilization of ethnic minorities and females.
 - C. All Management Employees will be provided copies of the Affirmative Action Program in its entirety.
 - 2. Inform all employees of the City's Affirmative Action Policy in the following ways:
 - A. Inclusion of the Affirmative Action Policy in the Rules and Regulations of the Classified Service.
 - B. Inclusion of the Affirmative Action Policy in the Employee Handbook.



- C. The elements of the Affirmative Action Program have been explained to employees, and employees have been provided an explanation of the City's proposed Affirmative Action Program.
- D. Employees will be kept informed on changes or revisions to the Affirmative Action Program. Meetings will be held relative to Affirmative Action as necessary.
- 3. The City of Daly City is willing to meet and consult with organized employee groups in regard to the City's Affirmative Action Program.

III. Section 60-2.22

The City of Daly City will appoint an Affirmative Action Coordinator, who will have overall responsibility of planning, coordinating, implementing, evaluating and reporting on all phases of of the City's Affirmative Action Program.

- A. The Affirmative Action Coordinator will be directly responsibile to the Assistant City Manager.
- B. The responsibilities of the Affirmative Action Coordinator will include the following:
 - 1. The development of a policy statement, a written Affirmative Action Program, and communication procedures, both internal and external.
 - Providing assistance to Department Heads in collecting and analyzing employment information, identifying problem areas, setting goals and timetables, and providing whatever assistance possible in the attainment of established goals.
 - 3. Responsibility for design and implementation of an internal audit system which will measure effectiveness of the program and which will also indicate problem areas on a regular basis. It will further be the responsibility of the Affirmative Action Coordinator to see that action is taken in areas where deficiencies in employment of ethnic minorities and females exist.(Exhibit A)
 - 4. Reporting quarterly to the City Manager on progress toward established goals.
 - 5. Serving as liaison between minority and women's organizations and other community groups.
 - 6. Assuring that information relative to recent court decisions and Equal Employment Laws is disseminated to appropriate personnel.



- C. Responsibilities of Department Heads and other line personnel.
 - 1. Assist in the identification of problem areas and establishment of goals and timetables.
 - 2. Responsibility for achievement of goals within their departments.
 - 3. Awareness of activities of local minority and women's groups.
 - 4. Career counseling for all employees.
 - 5. Periodic review of their functional areas to insure compliance with non-discriminatory practices.
 - 6. Take action to prevent harrassment of employees placed in the City's employ through affirmative action efforts.
- D. External Publication of the Affirmative Action Policy.

The City of Daly City externally disseminates its Affirmative Action Policy in the following manner:

- 1. All position openings are advertised in the Classified Section of local newspapers. The City designs newspaper ads and job announcements in a manner which best attracts ethnic minorities females. The phrase "An Affirmative Action Employer" is included in all advertisements and job bulletins.
- Informing all regular and newly established recruitment sources about the Affirmative Action Program.
 - 3. Notifying subcontractors, suppliers and vendors of the City's Affirmative Action Policy.
 - 4. Contacting a total of 97 recruitment sources when there are position openings within the City. Many of the recruitment sources are minority or female organizations which refer applicants to the City. The City also utilizes additional recruitment sources which have been recommended by the Fair Employment Practice Commission.



Corrective Action

The City of Daly City continually reviews all selection procedures, to determine if adverse impact on females and minorities exists. The following represent administrative changes in the Personnel System which have already gone into effect. If it should be determined that adverse impact exists, further corrective measures will be taken by the City.

Administrative Revisions to the Personnel System

- 1. The City's Employment Application form has been revised, to insure that discriminatory questions will not be asked of applicants. (Exhibit B)
- 2. The City's Personnel Office maintains an Applicant Register, in accordance with State and Federal Guidelines, to determine if adverse impact occurs in the recruiting process. (Exhibit C)

 In those instances where Employment Application forms are mailed to applicants, a race/sex form is requested to be completed and returned. (Exhibit D)
- 3. At each step of the recruitment process, statistics are maintained on ethnic minorities and females, either by questionnaire or visual survey. An analysis of applicant statistics is made at the end of the recruitment process. (Exhibit E)
- 4. The City has created an Affirmative Action file containing interest cards for ethnic minorities and females, to insure that they are notified of future temporary and permanent employment openings in the City.
- 5. The City has created an Employee Skills Inventory for all employees. (Exhibit F). This information is used in part, to identify ethnic minorities and females who possess special skills or abilities to qualify them for promotional opportunities.
 - This information is reviewed by the City Manager and will be disseminated to Department Heads. The Skills Inventory also contains information relative to employees' assessment of their training needs and desires.
- 6. All job announcements which previously read "Equal Opportunity Employer" have been changed to read "Affirmative Action Employer".
- 7. The City Manager has discussed with the City Council, the possibility of the appointment of a minority person to the City's Personnel Board in the future.
- 8. The City has printed new Oral Evaluation Forms which eliminated the rating factors titled "Appearance" and "Self Expression". All Oral Boards are oriented on job related questions.

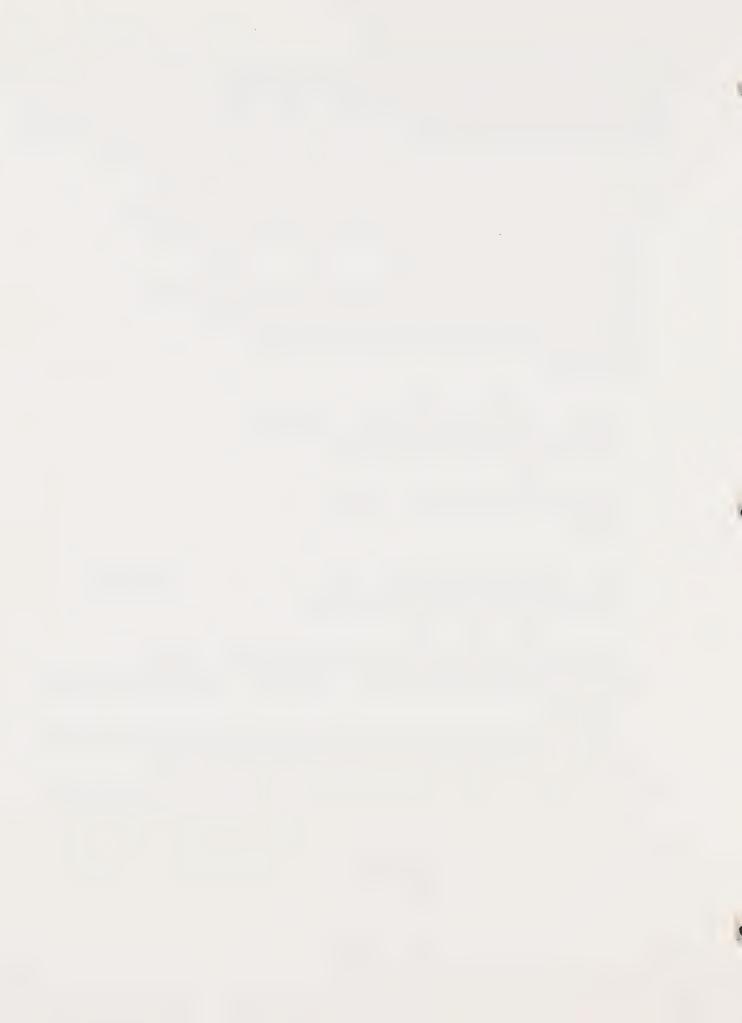
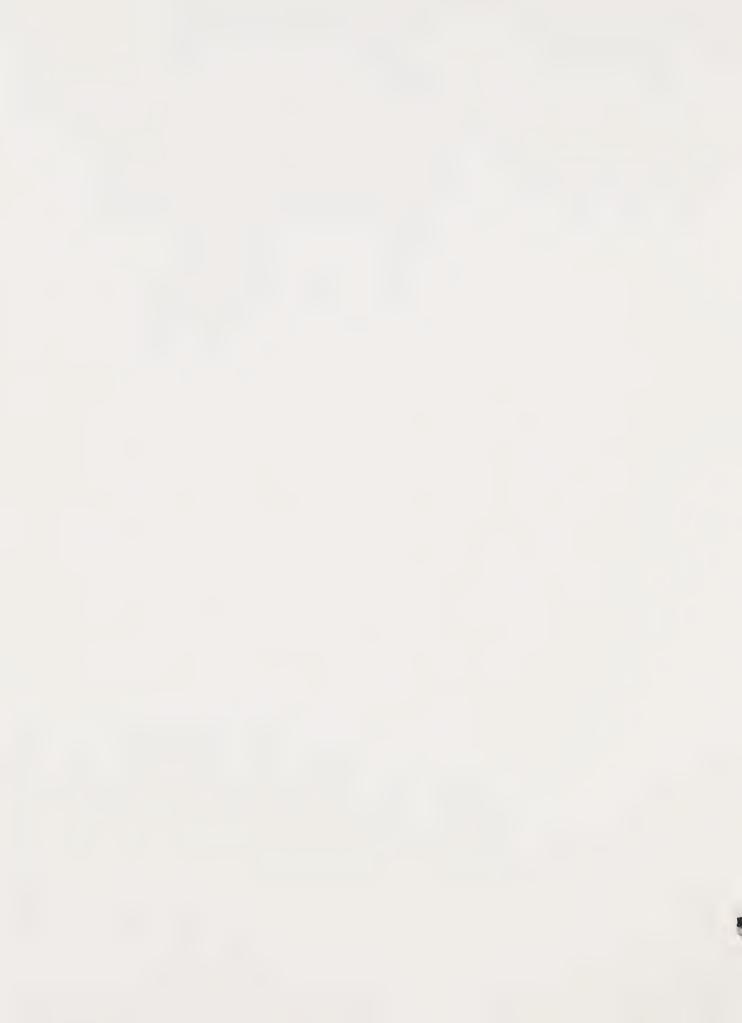


EXHIBIT A

QUARTERLY PERSONNEL AUDIT

SUBJECT:	Quarter]	y Personnel	Audit		REPORT PERIOD:		to					
Our reco	ds indica	te that the	following Personne	1 Actions ha	ive occurred duri	ng the abov	e report	period.				
									PROMOTIONS	AND TRANSFE	RS ONLY NEW	NEW
	SFX	RACE/ETH. GROUP	ACTION TAKEN	DATE OF ACTION	POSITION	SALARY	EEOC CAT.	STATUS	NEW POSITION	NEW SALARY	EEOC CAT.	
											_	-
												-
												_
												-
												-
• • •												
		_					Goa	1 Attain	ed:			
Project:	ons for yo	our departmen	nt 7/1/75 - 7/1/76	•			COA	, riccarii	ed:	•		
						•						
			y necessary change						nature:			



HERMING ENGLISH HOW WE IN HERMING	GENERAL INFORMATION
Street Address: PERSONNEL OFFICE City Center Building 312 – 90th Street • Daly City, California 94015 Phone: 755-6200 (across the street diagonally from City Hall)	1. To qualify for Veteran's Preference, proof of military service must be presented prior to oral interview. 2. Answer all questions completely. 3. Use ink or typewriter only. 4. Print.
I am applying for the position of	EXHIBIT B
ALA BAT	
NAME Middle	Last
PRESENT ADDRESS	City State Zip Code
PREVIOUS ADDRESS	2,000
(If at present address less than three years) Number Street	City State Zip Code
TELEPHONE: (Home) (Work)	Are you between the ages of 16 and 64?
	Police Officer and Firefighter Applicants only:
SOCIAL SECURITY NUMBER	Date of Birth Weight
IN CASE OF ACCIDENT NOTIFY	
, Name	Address Telephone
Do you have any physical condition which may limit your ability to p	erform the job for which you applied?
If yes, describe	
If yes, state when, where and disposition of case	
If you are not a U.S. citizen, have you the legal right to remain permain.	nently in the U.S.?
Have you filed a Declaration of Intent to become a Permanent Resider	nt of the U.S.?
MILITAR	RY SERVICE AND AND AND AND AND AND AND AND AND AND
Have you served in the U.S. Military Service? DYes DN	
If yes, are you a Veteran?	
Branch of Service	Service Number
Rank or Rate	
Dates of Active Duty	Specialty
Professional license, certificate	
or other credential if required	Number By Whom Issued Expiration Date
Driver's License	
State Issued By Number	Expiration Date Type
TANK TOUR DESIGNATION OF THE EDU	CATION
ircle last completed year: 3 4 5 6 7 8 9	10 11 12 13 14 15 16 17 18
SCHOOL YEARS DID YOU NAME AND LOCATION	OF SCHOOL * MAJOR SUBJECTS NUMBER OF COLL UNITS COMPLET.
High School Last Attended	
College or Univ.	
Oraduate School ps case	149
or other	at the form below step complete source side



DATES	EMPLOYER'S NAME & ADDRESS	S JOB TITLE & DUTIES PERFOR	MED REASON FOR	R LEAVING
From	Name of Immediate Supervisor	Monthly Salary: \$		
ToPart_Time	Name of Immediate Supervisor	Monthly Salary: \$		
From	Name of Immediate Supervisor	_ Monthly Salary: \$		
From	Name of Immediate Supervisor	Monthly Salary: \$		
FromToFull Part Time Time	Name of Immediate Supervisor	Monthly Salary: \$	·	
Remarks				
CERTIFICATE I hereby certify that to the best of my kn	nent by the City of Daly City.	this application, including those regarding my treat that any misstatements or omissions of material	aining and experience, are true fact herein may cause forfeiture	and comple e on my part
	·			
		MATIVE ACTION EMPLOYER M/F U HAVE SIGNED THIS APPLICATION		•
FOR OFFICE USE	ONLY: Reviewed by		Failed Final Score	,
			•	



CITY OF DALY CITY - PERSONNEL OFFICE

APPLICANT FLOW DATA

EXHIBIT C

DATE	NAME	CITY OF RESIDENCE	SEX	RACE/ETHNIC GROUP*	AGE	POSITION APPLIED FOR	HEARD OF OPENING FROM: (SOURCE)
			1	I have been a first transmission of the state of the stat			
	The second secon	The state of the s					
The second of the second base of the second	The second control of the second seco						
The state of the s							
•							

We are required to maintain this information for government report purposes, in compliance with Equal Employment Opportunity laws.

*EEOC Race/Ethnic Groups: a) White, b) Black, c) Hispanic, d) Asian or Pacific Islanders, e) American Indian or Alaskan Native, f) Filipino, g) Other, specify



EXHIBIT D

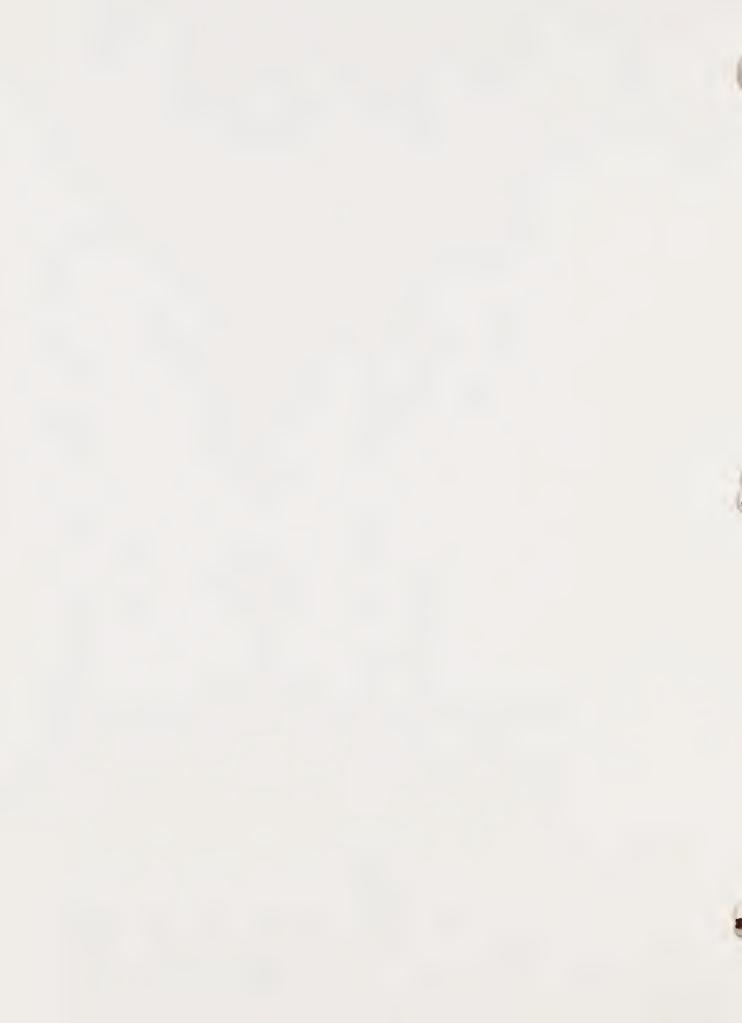
In accordance with Equal Employment Laws, we are required to maintain statistical data on all applicants. We ask for your voluntary cooperation in completing and returning the following information:

Position Applying For				Proceeding and and	
Race/Ethnic Group:			•		
White	Water Control		Male	Female	
Black	erthe demographereditarions		Heard of From:	P o sition	
Hispanic	`	·	· · · · · ·		
Asian or Pacific Islander	@		City of R	Residence	
American Indian or Alaskan Native	Section of the sectio				·
Filipino			Signature		
other, please specify	-	him allow danuaryy	Date		
product specify					



EXHIBIT E

ADDRESS:													REPORT VERIFIED BY: SIGNATURE: POSITION: TELEPHONE NUMBER: (cr) Job Title											
•			•	; '	51					·			P	ositic	N:									
PERIOD R	EPORI	TED: I	rom_	fark or	ia) Sum	marv	To :	classi	ficati	.ons		•	I	CORTELIES	NE NUI	Title								
Γ		TOTAL LICANT			TOTAL			(1)			(2)			(3).			(4) ·			(5) T F			(6)	
WALK- IN MAIL- IN	М .	F	T	M		T.	M	F	T	М •	F	T	М	F	T	М	F	T		F	T	N ·	F	T
TOTAL, APPS. TESTED PASSED					·			•																
TESTS TOOK ORAL PASSED																							,	-
ORAL MADE ELIG. LIST																								
APPS. HIRED				1										-	-		-		-					



TO All Employees

. DATE June 3, 1976

FROM

David R. Rowe, City Manager

SUBJECT

Skills Inventory, Daly City Employees

We are in the process of reviewing the abilities and qualifications of all employees for the establishment of a skills inventory. This information will be kept on file in the Personnel Office for the purpose of possible upgrading in the future. Please complete the information listed below, adding any relevant data.

1) Have you received an additional degree or college certificate since your initial date of employment? Yes No If so, what is the title and date of receipt?

2) Have you taken any special training courses which you feel have enhanced your on-the-job performance? Yes . No . . If so, what is the titl and date of receipt?

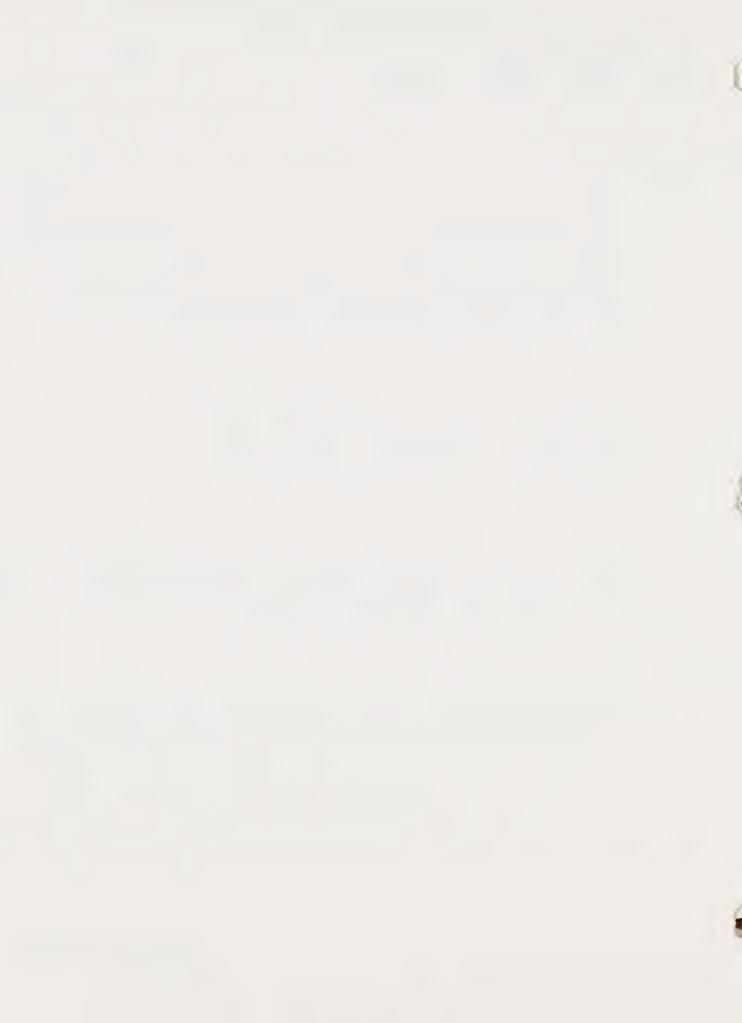
3) Are there any special training courses which you would like to take which you feel will enhance your on-the-job performance? Yes No lf so, title, where and when is it held?

4) Have you done any volunteer work which you feel has enhanced your on-the-job performance? Yes No If so, please describe.

5) Have you presented any special programs, courses or seminars? Yes
No If so, please describe.

David R. Rowe
City Manager

DRR: rb



- 1. The City has eliminated all sex-tied language from the Rules and Regulations of the Classified Service.
- 2. The following pages contain rule changes to the Rules and Regulations, relative to the City's employee selection procedure. The changes were presented to the City's Personnel Board. All employees and interested persons were given an opportunity to discuss the proposed changes at a Public Hearing before the Personnel Board. The Personnel Board approved, and the City Council adopted, rule revisions summarized below:

Change from "Rule of Three" certification, to Multiple Factor Certification;

Deletion of rule which removes name of eligible who has not been selected three times;

Amendment of rule which disqualifies applicants on basis of past credit history or behavior;

Inclusion of definition of the City's Affirmative Action Program;

Inclusion of definition of "Discrimination".

Inclusion of definition of ethnic minorities;

Addition of new rule which encourages utilization of ethnic minorities and females on Oral Board to the maximum extent feasible.

Development and implementation of a policy, regarding promotional examinations, which requires that all examinations be administered on an "open" basis, for a one year period of time. The policy will be reviewed annually, to determine if there is justification for its extension for the next twelve month period.

Change of rule relative to physical or mental disability to insure that dismissal be made only on the basis of job related physical or mental disability;

Inclusion of new chapter in Rules and Regulations of the Classified Service entitled "Affirmative Action", which includes the City's policy of non-discrimination, and outlines the establishment of an Affirmative Action Advisory Committee and their scope of duties.

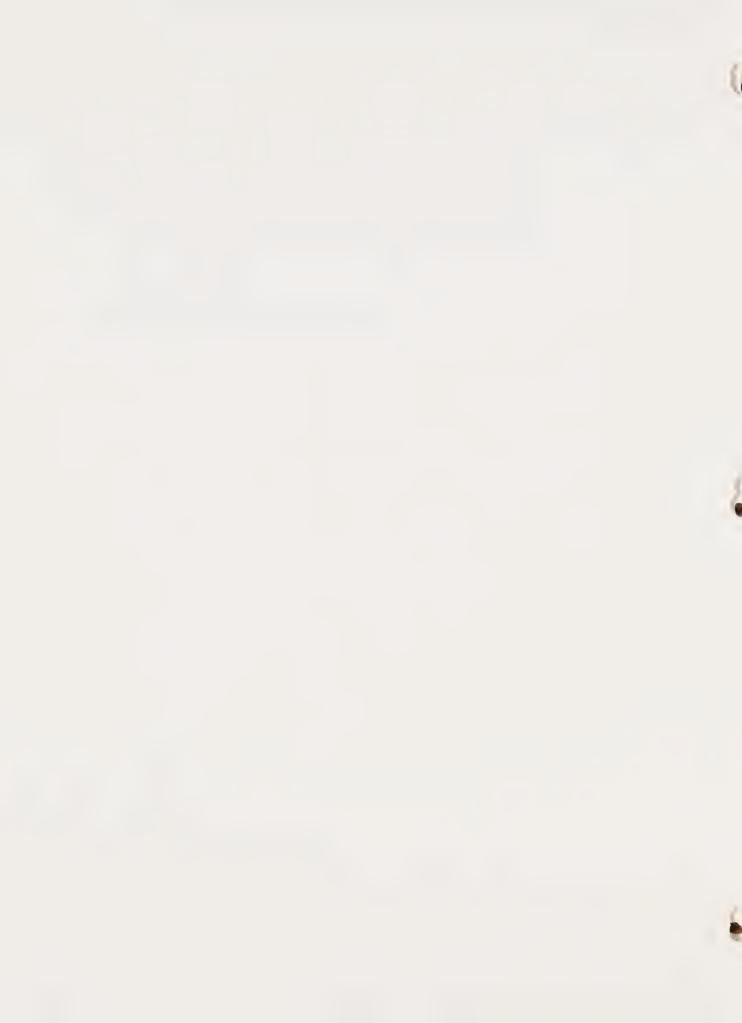


CHANGES TO THE RULES AND REGULATIONS OF THE CLASSIFIED SERVICE

RULE I, SECTION A-I

AFFIRMATIVE ACTION PROGRAM: Shall be defined as the results-oriented program which implements the City's policy of taking positive steps to employ and utilize ethnic Minorities and females within the City's work force.

Elements of the City's Affirmative Action conceptual goals are contained in the "Employee Handbook" of the City of Daly City, published in December, 1973.

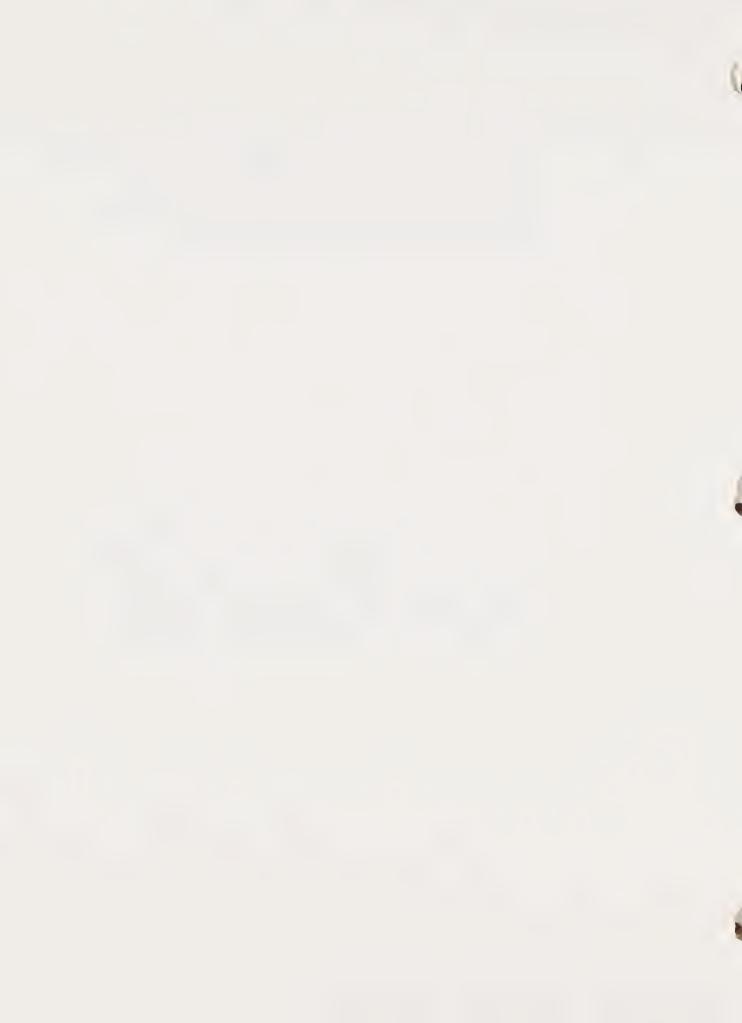


RULE I, SECTION C-9

Continuous Examination: Shall mean an opencompetitive examination, applications for which are continuously accepted, which is administered periodically. Names of all eligibles shall be certified from the appropriate Employment List bearing the earliest date of promulgation.

RULE I, SECTION D-4

DISCRIMINATION: Any employment policy or practice which has a potential or actual end result of denying equal opportunity employment for all persons without regard to race, religion, national origin, sex, age, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect performance in the position classification applied for by the applicant or held by the employee.

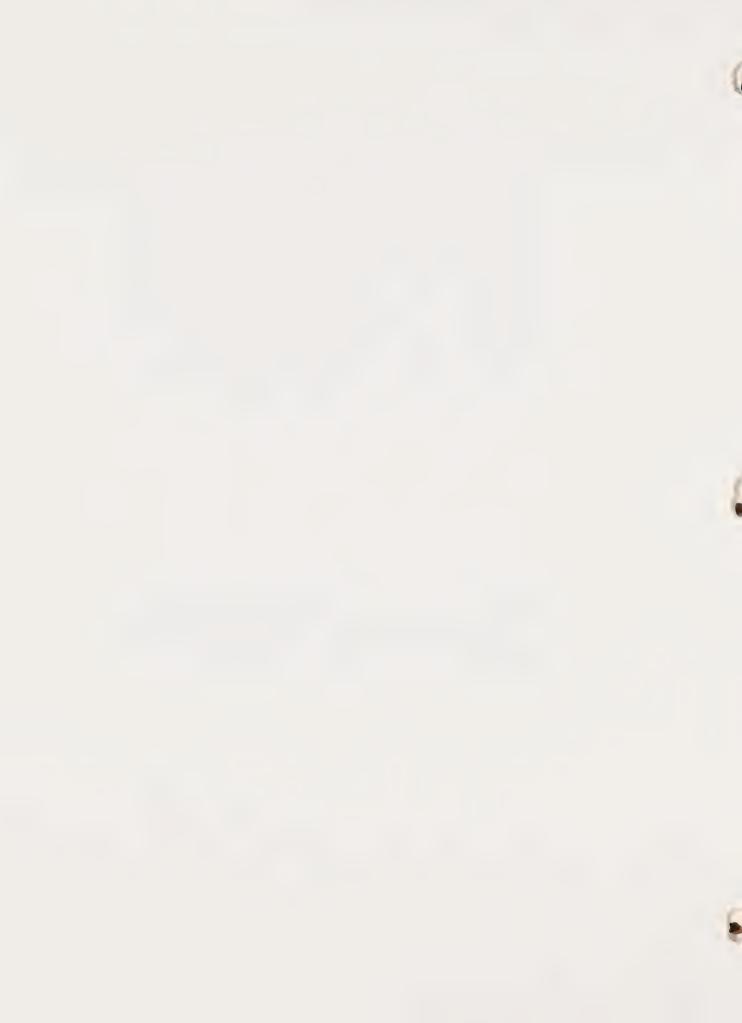


RULE I, SECTION E-4

ETHNIC MINORITY: "BLACK": Includes persons of African descent as well as those identified as Jamacian, Trinidadian, and West Indian; "SPANISH SURNAMED": Includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent; "AMERICAN INDIAN": Includes persons who identify themselves or are known as such by virtue of tribal association; "ASIAN AMERICAN": Includes persons of Japanese, Chinese, or Korean descent; "FILIPINO": Includes persons of Philippine extraction; "OTHER NON-WHITE": Includes Aleuts, Eskimos, Malayans, Thais and others not covered by the specific categories mentioned above.

RULE I, SECTION M-3

Multiple Factor Certification; The process of certifying names from the Employment List on a formula basis, depending on the number of eligibles remaining on the Employment List, and available for employment, at the time of certification.



RULE VI

AFFIRMATIVE ACTION

- SECTION 1 The City of Daly City does not discriminate, at any stage of the employment process, on the basis of race, religion, national origin, sex, age, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect performance in a position classification.
- SECTION 2 The City of Daly City has an Affirmative Action Program in effect which sets forth the City's positive efforts in equal employment opportunities for all persons. The Affirmative Action Program has been prepared in accordance with Federal and State Affirmative Action guidelines.
- SECTION 3 An Affirmative Action Advisory Committee of not less than 9 members, nor more than 15, shall be established, and appointed by the City Council, to serve for such term as specified by the City Council. The members of the Affirmative Action Advisory Committee shall include representatives of employees, employee organizations, management, and community minority and female organizations.
- SECTION 4 The Affirmative Action Advisory Committee shall serve in an advisory capacity to the City Manager, the Personnel Board, and the City Council.
- SECTION 5 The Affirmative Action Advisory Committee shall have the following duties:
 - (a) Evaluate and make recommendations regarding general affirmative action recruitment policies, to include employment advertising and outreach and community education programs, as a means of further publicizing employment opportunities within the City's work force;
 - (b) Advise the City Manager, the Personnel Board, and the City Council regarding general policy of the City's Affirmative Action Program, to insure that input is continually solicited and received relative to changing personnel system needs, as perceived by the Affirmative Action Advisory Committee;
 - (c) Advise the City Manager of latest developments regarding Affirmative Action.
 - (d) Advise the City Manager and Personnel Board regarding proposed changes to the Rules and Regulations of the Classified Service in areas which affect the Affirmative Action Program.

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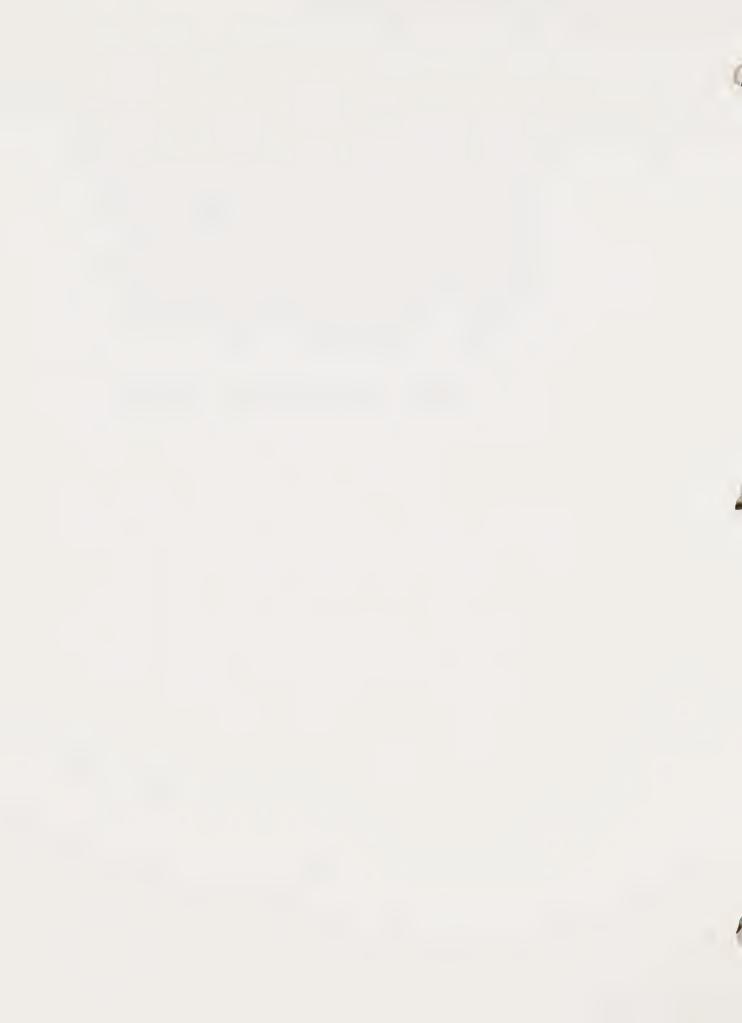


CHANGES TO THE RULES AND REGULATIONS OF THE CLASSIFIED SERVICE

RULE VIII, SECTION 21

Each member of a candidate appraisal board impaneled to conduct oral examinations shall be oriented on fair employment practices emphasis on asking only job-related questions; and a summary of the city's Affirmative Action Program. Such orientation should include mailing appropriate documents to the oral board members in advance of the interview date, and covering the same material in summary form, and responding to questions oral board members may have on the date of the interviews.

The composition of the Oral Boards, to the maximum extent feasible, should include persons representing ethnic minorities and women.

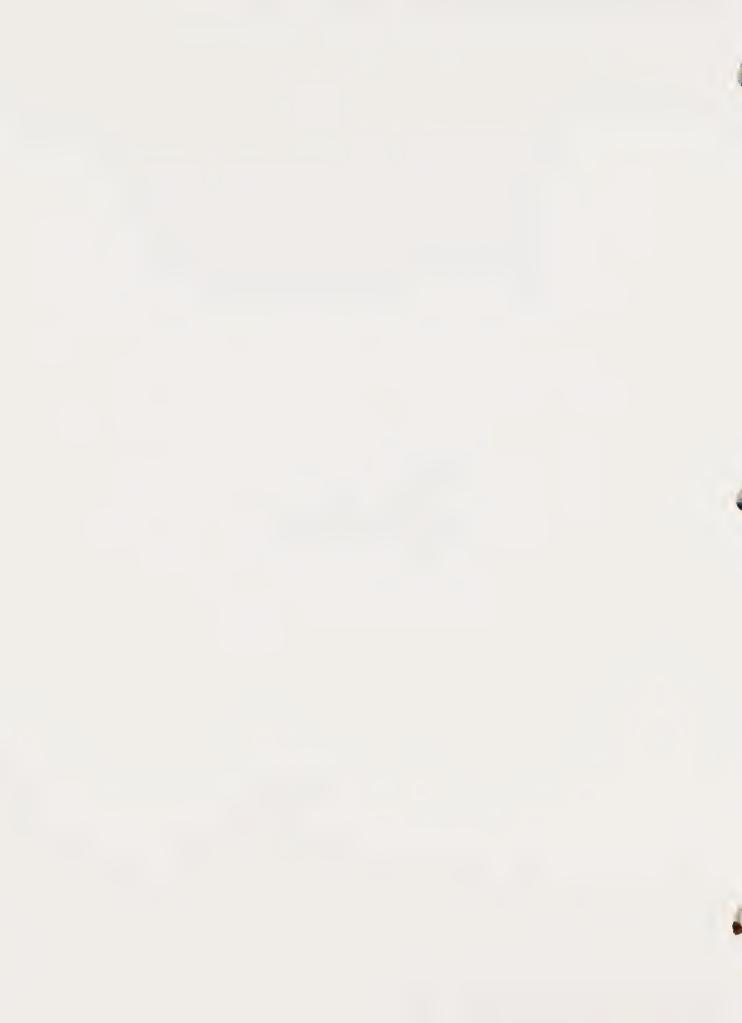


Upon completion of an examination, the Personnel Officer shall have prepared and submit to the Personnel Board for promulgation, an Employment List consisting of the names of candidates who qualified in the examination in the numerical order in which they have been rated, and without scores.

RULE X, SECTION 4

The Personnel Officer shall remove the name of an eligible from the Employment List if the eligible has been certified, and "Not Selected" by the Appointing Authority three times.

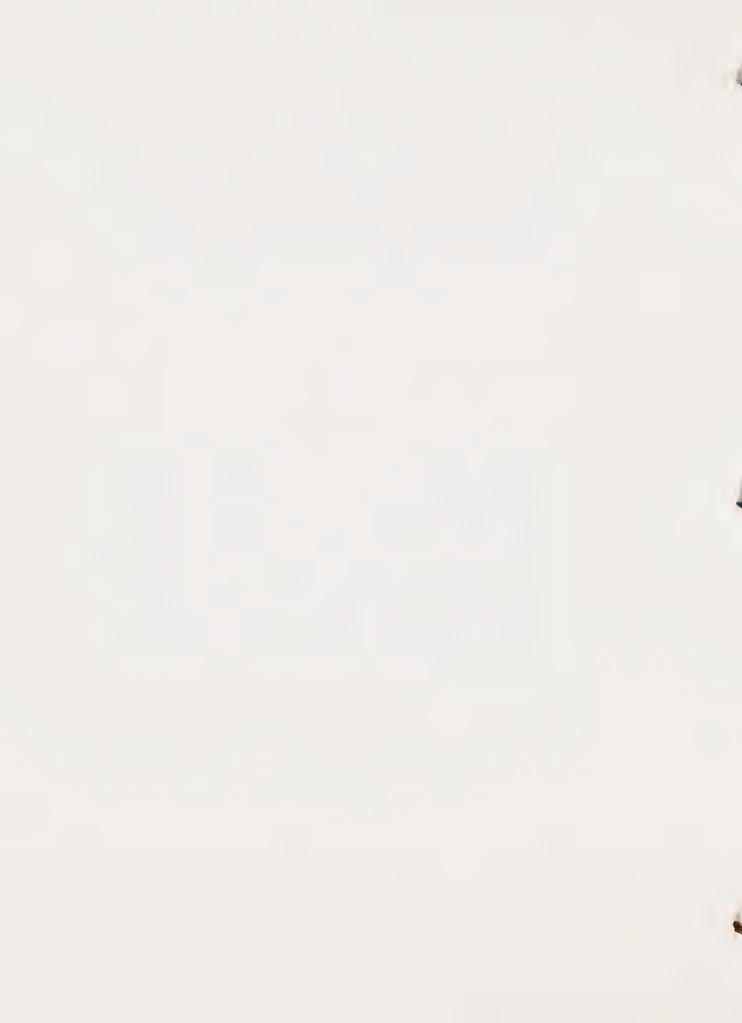
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Investigation of an eligible's credit history and/or past behavior may be required, where it can be demonstrated to be job-related, and necessary to insure employment of qualified employees for a particular position.

RULE X, SECTION 11

Any person having received an appointment on probation and who, during such probationary period has been separated from the service without evidence of cause may, at the discretion of the Board, be restored in rank order without score to the original Employment List. Upon the expiration of a military vacancy, any person having been appointed to fill such vacancy from an Employment List, shall be restored in rank order without scores thereto, or to the next Employment List, like the one on which that person's name previously appeared, except where the eligible has voluntarily resigned from the City Service or has been dismissed therefrom for cause.



Multiple Factor Certification shall be made from the Employment List in the following order of priority: Re-employment Lists, Promotional Employment Lists, and Open Employment Lists.

RULE XI, SECTION 5

In accordance with the Multiple Factor Certification process, certification of eligible candidates shall be made in the following way for each vacancy:

- (a) If the Employment List contains between 1 and 15 names, the entire list of names shall be certified in order of scores and without listing scores;
- (b) If the Employment List contains between 16 and 30 names, the top 15 names shall be certified in order of scores, and without listing scores;
- (c) If the Employment List contains between 31 and 60 names, the top 50%* of the names shall be certified in order of scores, and without listing scores;
- (d) If the Employment List contains between 61 and 100 names, the top 40%* of the names shall be certified in order of scores, and without listing scores;
- (e) If the Employment List contains from 101 to 300 names, the top 33-1/3%* of the names shall be certified in order of scores, and without listing scores;
- (f) If the Employment List contains more than 300 names, 20%* of the names shall be certified in order of scores, and without listing scores;
- (g) For each additional vacancy which exists in a position classification, three additional names shall be certified to the Department Head.

*If an uneven number of candidates results from this computation, the next highest whole number shall be used.



FORMER RULE XI, SECTION 8

Whenever the Board is notified that proficiency in a special subject is needed in the position to be filled, it may ascertain the names of all those on the list who possess such qualifications and shall certify them in order of their standing, or shall, at its discretion, conduct a new examination.

DELETED BY PERSONNEL BOARD



In instances where more than one position vacancy exists, three additional names shall be certified for each additional opening.

RULE XI, SECTION 10

Multiple Factor Certification, in the case of Continuous Examinations, shall be made from the Employment List bearing the earliest date of promulgation.



The Appointing Authority may select for appointment any eligible candidate from among those certified, and shall report to the Personnel Officer on the Certification Form as to whether candidates were "Selected", "Waived Appointment", or were "Not Considered".

RULE XI, SECTION 12

For full-time positions in the Classified Service, names contained on the appropriate Employment List shall be certified individually for each position vacancy by the Multiple Factor Certification process. If the number of names certified for any position vacancy does not give the Appointing Authority a minimum of three (3) available candidates from which to choose, a new examination may be requested by the Appointing Authority so that a minimum of three (3) candidates may be considered for selection to the vacant position.



For part-time positions in the Classified Service, every name contained on the appropriate Employment List shall be certified for consideration to fill one or more vacancies. If the number of names certified does not exceed the number of position vacancies by two, a new examination may be requested by the Appointing Authority so that a minimum of three (3) candidates may be considered for selection to the vacant position.

RULE XI, SECTION 14

The Personnel Officer may certify three additional names of eligible candidates per position vacancy, as necessary, to meet the provisions of the Multiple Factor Certification process, when a certified eligible has waived appointment, has not responded to a request for interview, is not available for appointment, has failed the medical examination, or has been disqualified due to the eligible's credit history or past behavior, which has been determined by competent authority to be incompatible with the standards of the public service.



RULE XVII, SECTION 19 (a)

Accrued Sick Leave with pay may be used for pregnancy-related illnesses which occur prior to the beginning of the Maternity Leave.

RULE XVII, SECTION 19 (b)

Employees absent from work while on Maternity Leave shall not continue to accrue seniority while on Maternity Leave status; and are not eligible to use accumulated Sick Leave, nor to receive payment for continuance of fringe benefits during the leave period.



The City of Daly City has adopted an Affirmative Action Program. This program is designed to ensure that positive steps are taken to facilitate the employment and promotion of qualified ethnic minorities and females in the work force. Copies of the Affirmative Action Program may be reviewed, upon request, in the City Clerk's Office or the Personnel Office.

RULE XVIII, SECTION 18 (e)

Physical or mental disability, when such disability is demonstrated to be job related.

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